**Guideline abstract submission CAPHRI Research Day**

**How to submit and abstract?**    
Abstracts that can be submitted consist of research proposals (option 1) or research findings (option 2). Please select the option you would like to submit and add the information for all headings listed in the [abstract submission form](https://surfdrive.surf.nl/files/index.php/s/tstMXMhR1pG70E9). You can submit the completed form on May 6, 2025 latest by sending it via email to info-phdcaphri@maastrichtuniversity.nl.   
 **Please keep in mind the following criteria regarding the form:**

* the abstract body should be short (max. 200 words);
* the writing should be concise, well-structured and in English with correct spelling;
* the abstract should not include figures and tables;
* the abstracts should be written in font Calibri (size 11pts). NB the layout will be made the same for all abstracts in the abstract book, so please do not spend time on a special layout.
* the writing should be clear so it is understandable for everyone within CAPHRI!

**Abstracts options**  
Option 1: Research proposal  
**Title:** 15 words or fewer.  
**Author details:**

**Name of PhD candidate:** Last name, First name (e.g. Jansen, Emmy)

**Co-authors (first and last names):** Last name, First name

**Body of the text**: max. 200 words  
**Background:** State the primary objectives of the study, describe the area of interest and the research questions that will be addressed in your study.  
**Design:** Give a description about the studies you are planning to conduct to answer your research questions. Quantitative studies should include design, participants (including number of participants), measures and analysis; qualitative studies should include design, participants, methods of data collection and analysis  
**Expected findings:** What are you expecting to find by your studies? What are the possible answers to your research questions?   
**Practical application:** What are the practical applications of the proposed research? How does this research add to the expertise of the field?  
  
Option 2: Research including (preliminary) results  
**Title:** 15 words or fewer.  
**Author details:**  
**Name of PhD candidate:** Last name, First name (e.g. Jansen, Emmy)

**Co-authors (first and last names):** Last name, First name  
**Body of the text**: max. 200 words  
**Background:** State the primary objectives of the study, including the main research questions, aims or theory being tested.  
**Methods:** Quantitative studies should include design, participants (including number of participants), measures and analysis; qualitative studies should include design, participants, methods of data collection and analysis.  
**Findings:** Quantitative studies should include a summary of the results, qualitative studies should include a description of the main findings.

**Discussion:** Conclusions and/or some discussion of the contribution to, or implications for relevant contexts. Note: it is not acceptable to state “results will be discussed”.

**Abstracts selection by the CAPHRI Science Commission**

The submitted abstracts will be reviewed according to the following procedure:

* The submitted abstracts will be anonymized and will be sent to the committee members;
* The abstracts will be reviewed by a committee member of another Research Line;
* The abstracts will be evaluated on both form aspects (meeting the guidelines addressed in this document), as well as their level of scientific quality and societal relevance (content);
* For each abstract a total score will be composed and those abstracts with the highest scores per Research Line will be selected.