

PREPARING TO SUBMIT AN ABSTRACT

Important Submission Elements

Titles: Abstract titles are limited to 10 words or less (make the title dynamic and conclusive, rather than descriptive) and should be entered in title case (AP Style) format. In general, you should capitalize the first letter of each word unless it is a preposition or article.

Authors: Each author should be added separately to the submission. Enter first (given) name, and last (family/surname) name for each author plus institution/affiliation. One person must be identified as the presenting author. The order of the authors can be modified at any time prior to the abstract deadline.

4. **Abstract Text:** All abstracts should be 300 words or less. Do not include your title or authors in the abstract text—these items will be collected separately. Do not include references. If the abstract is based on research that was funded entirely or partially by an outside source, then be sure to enter the appropriate information (funding agency and grant number if applicable) at the title step. You do not need to re-enter the information with your abstract text. However, all external funding **MUST ALSO BE** included in the presentation (if accepted). Tables are permitted but should be simple and concise. Graphics are not recommended unless they are integral to the abstract and should be limited to no more than 1 or 2.

Content of the Abstract: Titles, authors and authors' affiliations are not included in the 300 word limit. The abstract must contain a brief statement of:

a. The objectives of the investigation, b. Experimental methods used, c. Essential results, including data and, where appropriate, statistics, d. Conclusion.

To achieve a more consistent style, the words: "**Objectives:**", "**Methods:**", "**Results:**", and "**Conclusion:**", each immediately followed by a colon as shown, **must** appear in the body of your abstract.

Common Mistakes

- Failure to state objective and conclusion.
- Failure to state sample size and data.
- Excessive use of abbreviations.
- Excessive use of commercial product names.
- Typographical errors (remember that you can't change any of your text after the abstract deadline).
- Writing your abstract at the last minute (this increases stress and leads to errors).
- Work that is duplicative is not well received and you will only be asked to combine with another abstract or your abstract may not be accepted.

CRITERIA FOR ABSTRACT ACCEPTANCE

Presentations will be selected for the program on the basis of the scientific quality of the work as judged from the abstract. An impartial panel of reviewers (three persons per Group) will evaluate the content of each abstract. Selection of the abstracts will be made by the scientific committee, whose decision is final.

The following are the evaluation criteria used in the review of abstracts. This is provided to call your attention to points that will be considered. In the final analysis, it will be the reviewers' judgment of the value of any abstract that will determine whether the abstract should appear on the program. Since the abstracts are published and become part of the world's scientific literature, it is important that the content be scientifically sound and grammatically correct. Each abstract is reviewed so that

high standards can be ensured.

Reasons for rejection are:

1. Abstract is not original research.
2. The research is not innovative in its approach to the stated problem (methodology or data collection or analysis or data interpretation).
3. Nature of problem not explicit from either title or abstract.
4. Material too closely related to another abstract submitted by the same co-authors; should have been combined into a single paper.
5. Abstract has been presented at other meeting(s) or previously published.
6. Abstract poorly organized and/or not complete. Required information not given in abstract:
1. Objective 2. Methods 3. Results – data and statistical analysis, or 4. Conclusions
7. Methods of obtaining data not appropriate with respect to the stated problem for the following reasons:
 1. Methods not sufficiently precise to permit the measurements to be accurate, i.e., variations are within the error limits for the method.
 2. Sampling method contains inherent discriminatory factors not recognized.
 3. Size of sample insufficient to show significant conformity or differences.
 4. No well-defined criteria given for evaluation of variables.
 5. Choice of controls questionable.
 6. No control groups reported.
8. Significance of results related to the nature of the problem being studied is not stated.
9. Conclusions do not necessarily follow as a consequence of the method of analysis applied to the data.
10. Conclusions not adequately qualified, i.e., conclusions have greater limitations than implied by the author.
11. Correlations suggested may be fortuitous insofar as no plausible cause-and-effect relation has been suggested, and none is obvious.
12. Abstract is not in English.