

Abstract Submission Guidelines

If title, author, and affiliation are not properly formatted, the submission may be returned to the author to amend.

Formatting Your Submission Properly

The Title

- **Keep it short.** No more than 15 words max (100 characters - not including spaces). The title should summarize the abstract and contain the major key words.
- **Do not include any abbreviations, acronyms, or initialisms.**
 - Acronyms are abbreviations that are pronounced as words (e.g., AIDS).
 - Initialisms are abbreviations that are pronounced one letter at a time (e.g. HIV).
 - Spell out every word. Exception: vs instead of Versus
- **Use title case.**
 - Capitalize nouns, pronouns, verbs (including those of fewer than four letters, e.g. is, are, was, be), adjectives, and adverbs
 - Capitalize prepositions and conjunctions of four or more letters (e.g., from, than, etc.)
 - Capitalize the first and last word of the title
 - Do not capitalize articles, prepositions, or coordinating conjunctions or words of fewer than four letters *unless* they're the first or last word
- **Other rules:**
 - The term *health care* should be written as two words where it is used as a noun or an adjective.
 - Capitalize and single space the first word after a colon or a dash
 - In a hyphenated compound that is considered to be single word (i.e., it can be found as a single entry in *Webster's*), the second word after the hyphen should NOT be capitalized. Example: Double-blind.
 - If the hyphenated compound cannot be found as a single entry in *Webster's*, then the second part of the compound SHOULD be capitalized. Example: All-Cause Mortality of Cardiovascular Disease
- **When in doubt...**
 - Follow this one general rule: "Capitalize all major words in titles except a, an, the, at, by, for, in, of, on, to, up, and, as, but, or, and nor."

Authors and Affiliations

- Enter only the primary affiliation for each author
- Spell out the full name of the primary institution for each author
- Do not use abbreviations such as "Univ." for "University."

The Abstract

A structured abstract is **required** and should be organized into the four sections below. Character count, **INCLUDES** the words "Background, Methods, Results, Conclusion" is 2,050 characters not including spaces (about 300-325 words).

- **Background.** Outlines the question addressed by the research. Make the first sentence of the introduction as interesting as possible. If space permits, provide a concise review of what is known about the problem addressed by the research, what remains unknown, and how your research project fills the knowledge gaps. The final sentence of the introduction describes the purpose of the study or the study's a priori hypothesis.
- **Methods.** For most clinical research abstracts, the following areas are specifically mentioned: research design; research setting; number of patients enrolled in the study and how they were selected; a description of the intervention (if appropriate); and a listing of the outcome variables and how they were measured. Finally, the statistical methods used to analyze the data are described.
- **Results.** Begins with a description of the subjects that were included and excluded from the study. For those excluded, provide the reason for their exclusion. Next, list the frequencies of the most important outcome variables. If possible, present comparisons of the outcome variables between various subgroups within the study. Numerical results should include standard deviations or 95% confidence limits and the level of statistical significance. If the results are not statistically significant, present the power of your study (beta- error rate) to detect a difference.
- **Conclusion.** State concisely what can be concluded and its implications. The conclusions must be supported by the data presented in the abstract; never present unsubstantiated personal opinion. If there is room, address the generalizability of the results to populations other than that studied and the weaknesses of the study.

Within the body of the abstract, **DO NOT**

- include illustrations, images or graphs;
- insert hard returns or code for justification, hyphenation, line height, line centering, margins, spacing, fonts, page centering, page numbering, suppression, or tabs, underlining, boldface type, italics, subscripts, superscripts, or to insert headings, spaces between paragraphs, references, or footnotes;
- use bulleted lists; or
- use abbreviations on first mention. (Spell out the name in full and follow with the abbreviation in parenthesis. Abbreviations may be used in subsequent mentions.)

Please note: Your abstract will not be edited; you are responsible for any spelling, grammatical, and typographical errors.