

**Maine Osteopathic Association Mid Winter Symposium
Research and Scholarship Forum (February 9, 2018)**

Instructions for Abstract e-Submission

Please read all the instructions carefully before typing your abstract and compare to the appropriate **sample abstract***. NO re-writes and edits allowed for this event. Due to limited space, competition will be high.

Abstracts will be rated by reviewers with a rubric for scoring which includes ratings for writing quality as well as grammar, punctuation, and formatting. Review your abstract with your research mentor to be sure it is of professional quality. Participants must score well in both abstracts submitted and posters presented in order to be considered for one of the top three awards in the four Award Categories.

- *Sample abstracts and the abstract submission link are located at <http://www.une.edu/com/research/news-events/research-forum>.
- **DEADLINE:** Abstracts must be received by **Wednesday, January 3, 2018 at 5:00 PM**
- **FORMAT:** Submit abstracts as a Microsoft Word document through the abstract submission link located at the link above.
- **DECISION:** Submitters will be informed if their abstract was accepted by mid-January.

Page Format:

Paper: 8.5 x 11 (letter), portrait orientation (vertical)

Margins: Top, bottom, left and right: **1 inch**

Font: Arial, 11 point
The text should be single spaced, but skip a line between sections of the abstract (see examples).

Length: The abstract must fit on one page (using the margins and font previously described).
Do NOT use the header or footer options to include text or titles.
Do NOT include images or tables in the abstract.
Do NOT include references or acknowledgements in the abstract-they should be included on the poster.

Heading:

Line 1: Title (Use **bold** font and capitalize the first letter in each word except for articles (a, an, the, etc.), conjunctions (and, or, but, etc.), and prepositions (by, for, with, from, etc.). An exception to this rule is capitalization of the word immediately following a colon in the title (e.g., "Nine Months of Facial Pain Relieved by OMT: A Case Report").

Skip a line before the Authors line.

Line 2: Authors [Last Name, Initial(s), and Degree(s) or Year of Medical School].

All authors must be named with initials and degree(s) and, if applicable, year of medical school included.

Examples: Smith, T, D.O., Jones, AV, M.D.
Smith, J, MPH, OMS III, Jones, AV, M.D.

The person presenting the poster at the Forum should be the First Author.

Line 3: Name of Institution, Program or Department, City, and State (in that order) of **each author**.

If authors are from multiple institutions, use superscripts following each author's last name in the Authors line to indicate affiliation. Use corresponding superscripts in the Name of Institution line.

For abstracts with multiple authors and multiple affiliate institutions, each institution named must appear on a separate line. For abstracts with a single author, the author's name and affiliate institution must appear on the same line and may continue to the next line if necessary.

Examples: Smith¹, J, D.O., Jones², AV, M.D.
¹Hillsboro Hospital, Department of Family Medicine, Munsey, Indiana
²University Hospital, Department of Surgery, Oak Ridge, Tennessee
Smith¹, J, OMS III, Jones², AV, M.D.
¹University of New England College of Osteopathic Medicine, Biddeford, Maine
²University Hospital, Department of Surgery, Oak Ridge, Tennessee

Smith, J, D.O., Hillsboro Hospital, Department of Family Medicine,
Munsey, Indiana

Smith, J, OMS III, University of New England College of Osteopathic
Medicine, Biddeford, Maine

Do NOT use any abbreviations in your abstract heading (e.g., Department, not Dept.; Maine, not ME; etc.).

It is important that the format of the Author Heading of your abstract be exactly like that of the Author Heading in the examples above. As you will note, the Author Heading begins with the First Author presented by last name followed by a comma, the author's initial(s) with no punctuation followed by a comma, and the author's degree(s) with punctuation (e.g., D.O., M.P.H., etc.) or year of medical school with no punctuation (e.g., OMS III) followed by a comma (except after the last author) to separate multiple authors and then each subsequent author presented in the same fashion.

We expect your abstract to be camera ready when it is submitted. No re-writes. The Abstract Review Committee will utilize a scoring system which includes ratings of writing quality as well as grammar, punctuation, and formatting used in your abstract. The abstract should be of professional quality and should not look, feel, or sound like a dictated clinical note.

Skip one line before beginning the body of the abstract.

Abstract Content:

a. ORIGINAL RESEARCH

Submission must follow the traditional four-section format. It is strongly suggested to include the following in each section:

- Introduction:** Required: Purpose/objectives/aims; the hypothesis
Recommended (if room): Background for the study (a key sentence or two from the literature review)
- Methods:** A brief statement of methods, to include: Subjects (inclusion/exclusion criteria and sampling method and size); primary measures, design, and procedures; data analysis and statistical tests employed
- Results:** Summary of key results, including all relevant statistical tests and p values
- Conclusion:** A brief statement of the conclusion, integrating results with aims or information in Introduction

b. CASE REPORT

Follow traditional case-report format:

Introduction: A brief synopsis of the background (including what is known in the medical literature, controversy or disagreement among experts, etc.) that frames the case that will be presented. It should be clear from this background why the case to be presented in the next section is relevant, interesting, and/or important enough to merit the case report. The linkage between the Introduction and the Case should be clear and logical, often obtained by using a transition sentence.

Case: Should include relevant patient characteristics; age, gender, and, if relevant, cultural or racial characteristics (e.g., predisposition to sickle cell anemia); current presenting symptoms; relevant patient history; process of addressing issues of differential diagnosis and case complexity; course of treatment; and treatment outcome. Psychosocial factors (e.g., availability of family caregiving, appropriate housing, and psychiatric issues) and treatment-cost factors affecting the type of treatment needed and/or provided should also be included if relevant. On the first use of a medical term, condition, or abbreviation that is not common in general medical literature, give a brief definition followed by the abbreviation or acronym. The abbreviation or acronym can be used alone on subsequent references to the condition or term.

Discussion: Highlight the key features of the case as related to the relevant factors in the Introduction that made this case worthy of a case report. Depending on the primary focus of the case report, draw conclusions about the nature of the condition and/or the appropriate course of treatment. The “take-home message” should follow logically from the conclusions.

c. LITERATURE REVIEW

A literature review is a summary and synthesis of published information (literature) on a specific topic. In essence, it involves a summary of the chosen sources on a specific topic; however, it could be a synthesis of sources focused on comparing the analyses, conclusions, methodologies, etc. of the sources. An abstract of a literature review is a short summary of the larger work and condenses the argument, conclusions, and/or results. The structure of the abstract should include the following:

Introduction: Present a brief synopsis of the background that frames the topic or thesis that will be presented. It should be clear from this background why this topic is relevant, interesting, and/or important enough to review the literature on it.

Methods: Describe how the literature search was done, including what databases were searched, what search terms were used, and what exclusion criteria were used in picking the papers to be reviewed.

Results: Include the number and type of included studies and participants, and relevant characteristics of studies. Results for main outcomes (benefits and harms), preferably indicating the number of studies and participants for each. If meta-analysis was done, include summary measures and confidence intervals. Direction of the effect (i.e., which group is favored) and size of the effect in terms meaningful to patients and clinicians.

Conclusions: Conclude with a general interpretation – a sentence or two on the important implications.

NOTE: USE OF NUMBERS

Numbers between one and ten must be spelled out. Numbers higher than ten must be written as numbers. However, when beginning a sentence with a number, always spell out the number. Use appropriate hyphenation when referring to a patient's age (e.g., a five-year-old boy, a 77-year-old woman, etc.).

***** ADDITIONAL INFORMATION *****

All abstracts will be reviewed by a subcommittee and you will be notified by mid-January of their decision.

Abstracts must be received via the abstract submission link no later than 5:00 pm on Wednesday, January 3, 2018

Poster Display and Judging: Judging is scheduled on **Friday, February 9th, 2018 from 2:00 pm to 4:00 PM.** If selected to present, plan to arrive at the Holiday Inn by the Bay, 88 Spring Street, Portland, Maine by **1:30 PM to set-up your poster in the MOA's Exhibit and Poster Session Hall in the Casco Bay Ballroom (lower level).** *If selected, additional information about parking, poster size, and deadline for free* printing will be sent to you (*for students only).*

The MOA will host a reception and silent auction on Friday evening from **5:00- 6:30 pm** at the Holiday Inn by the Bay for all participants and awards will be presented at that time.

Questions if you are a student: Please send an e-mail to Diane Labbe, Coordinator, UNE COM Research and Scholarship Committee, at dlabbe@une.edu and type **“Abstract Submission”** in the subject line.

Questions if you are a resident: Please send an e-mail to Amanda Richards, Coordinator, Maine Osteopathic Association, at arichards@maine.org and type **“Abstract Submission”** in the subject line.