Instructions for Abstract e-Submission

Please read all the instructions before typing your abstract. Abstracts must be received by noon Monday, March 10, 2014. Abstracts and completed Registration Forms must be submitted as Word-document attachments to an E-mail.

Page Format:

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

Margins: Top, bottom, and right: 1 inch
Left: 1.25 inches

Font: Arial
Font size must be 11 point.
The text should be single spaced, but skip a line between sections of the abstract.

Length: The abstract must fit on one page (using the margins and font previously described).
Do NOT use the header or footer option to include text or titles.
Do not include images or tables in the abstract.
Do not include references in the abstract.

Heading:

Line 1: Title (Please bold, but do not use all caps. Please capitalize each word.)
Line 2: Authors [Last Name, Initial(s), Degree]. Example: Smith, J, D.O. All authors must be named. The person presenting the poster at the forum should be the First Author.
Line 3: Name of Institution, Program or Department, City, State
Skip at least one line before beginning the body of the abstract.

Abstract Content (for Original Research): You must follow the traditional four-section format. It is strongly suggested that you include the following in each section:

Introduction – Required: Purpose/objectives/aims; the hypothesis
Recommended (if room): Rationale for the study

Methods – A brief statement of methods, to include: subjects (inclusion/exclusion criteria, sampling method); protocol; data analysis and statistical tests employed

Results – Summary of results

Conclusion – A brief statement of the conclusion, relating back to the introduction

Abstract Content (for Case Report), Interns, Residents, OMS III & OMS IV Only: Follow traditional case report format: brief introduction, description of the case, discussion.

NOTE: The NEOMEN web site contains a list of names and contact information of research mentors who can provide assistance to participants. Each mentor listed has provided information on his/her research skills and research topics of interest. Participants may access the list of research mentors at http://www.une.edu/com/opti/. Also on the web site are samples of well-written abstracts, which participants may find helpful to review. These can be found at http://www.une.edu/com/opti/.
All abstracts will be reviewed by a subcommittee. You may be contacted with suggestions for improvement. If so, you will be given the opportunity to rewrite your abstract and resubmit it. You will have approximately one week to do so.

Submit Abstract and Completed Registration Form to:
William L. Cook, Ph.D.
BillCook.PhD@gmail.com
Put “Abstract Submission” in the subject line.

In the body of the E-mail, please put the title of your study, your name, institution, two phone numbers (day and evening) AND write your E-mail address.

Abstracts must be received no later than noon, Monday, March 10, 2014.

E-mailed Registration Forms must be received by Monday, March 10, 2014.

You will be contacted in April with travel information and an updated schedule. You should plan to arrive at UNECOM by 11:30 a.m., Thursday, May 15, 2014, to set up your poster. Poster display and judging are scheduled from 12:00 p.m. to 2:00 p.m. The NEOMEN Research and Scholarly Activity Committee will host a speaker session and awards ceremony Thursday for all participants from 2:00 p.m. to 4:30 p.m.