

## Poster Submission Criteria

### Criteria For Abstracts

- The information presented in the Abstract must be original, not a duplicate, and not previously published.
- Each Abstract must contain the elements described in Appendix A for Case Reports or Appendix B for Original Research Study. The elements must be clearly stated.
- The Abstract must be submitted through a medical organization or ACOFP recognized organization and should be authored by at least one osteopathic physician or full-time faculty member from one of the colleges of osteopathic medicine.
- Generic names for drugs should be used.

### **Abstracts which do not meet the requirements will not be accepted.**

The OCR committee recommends that a faculty mentor review the abstract prior to submission for accuracy of content and format.

### **Approved Abstracts**

If your abstract is approved, you will be notified by email with presentation and formatting details.

When notified of acceptance, the Presenting Author is required to accept their offer by registering for the ACOFP Annual Convention & Scientific Seminars.

### **INSTRUCTIONS FOR PREPARING ABSTRACTS**

Abstracts can be submitted in English only.

#### **Heading of the Abstract**

- The title of the abstract on the application must match exactly the title on the abstract and on the poster.
- The person submitting the application and presenting the poster must be listed as the First Author.
- The highest degree of the Authors must be listed on the application.
- If submitting Original Research: the abstract should include a statement confirming that the study has been approved or is exempt by the institution's Institutional Review Board (IRB). (This is required for posters and papers involving research with human subjects and is expected at major conferences and journals. Your submission will be rejected if the IRB statement is not included).

#### **Body of the Abstract**

**The body of the abstract CANNOT exceed 350 words.**

The Abstract should include:

- Case Report – Refer to Appendix A
- Original Research Study – Refer to Appendix B

## APPENDIX A

### CASE REPORT - ABSTRACT INSTRUCTIONS

#### GUIDELINES

Abstract length: **Body of the Abstract - 350 words Maximum (not including Heading)**  
Maximum number of Authors: **5**

A suggested checklist for writing a case report abstract:

#### TITLE (100 characters **Maximum**)

- Should facilitate interest in the topic and should be searchable.

***Body of the abstract must include the following and cannot exceed 350 words.***

#### INTRODUCTION

- Describe whether the case is unique.
- Does the case have an unusual diagnosis or clinical course?
- Describe how the case contributes to scientific knowledge.
- Describe the instructive or teaching points that add value to this case.

#### CASE SUMMARY

- Describe the presenting signs and symptoms and clinical course.
- Is the cause of patient's illness clear-cut? What are other plausible explanations?
- What investigations were completed to sort out the diagnosis? Include them if important.
- Describe the treatments provided and the rationale.
- Were other therapeutic options considered? Are outcomes related to the treatments provided?

#### DISCUSSION

- Report on literature review of other similar cases. Describe how this case is different.
- Explain the rationale for reporting the case. What is unusual about the case? Does it challenge prevailing wisdom?
- In the future, could things be done differently in a similar case?
- What educational pearls can be gleaned from this case?
- Describe why this case is osteopathically relevant.

#### NOTE:

- *References (Maximum of 10) should **NOT** be on the abstract, this should be included on the poster*
- *Photos and Graphs should **NOT** be on the abstract, this should be on the poster*

Excerpts from these guidelines were copied from BMC. It is an excellent reference.

BMC Med Educ. 2004; 4: 4.

Published online 2004 March 25. doi: 10.1186/1472-6920-4-4.

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## APPENDIX B

### ORIGINAL RESEARCH - ABSTRACT INSTRUCTIONS

#### GUIDELINES

Abstract length: **Body of the Abstract - 350 words Maximum (not including Heading)**  
Maximum number of Authors: **5**

A suggested checklist for writing a research abstract:

#### TITLE (100 characters **Maximum**)

- Should facilitate interest in the topic; be short, descriptive and searchable.

**Body of the abstract must include the following and cannot exceed 350 words.**

#### BACKGROUND AND HYPOTHESIS

- Background: In one or two sentences describe why the topic investigated is important (*i.e., novel approach; does the study fill knowledge gaps?*).
- Hypothesis: In one or two sentences describe the specific question that was addressed in the study or the relationship that was investigated.

#### METHODS

- A summary of the methods used to design and carry out the study.
- State the type of design (*i.e., randomized controlled trial, double blinded, survey*).
- Include the clinical circumstances (*i.e., primary care center, general community*).
- Brief description of key subject inclusion/exclusion criteria
- Include the total number of subjects recruited and how many were in each group of the study (*i.e., control group, study group*).
- Description of any intervention administered (*i.e., OMT, medications*)
- Brief description of the study's outcome measures (*i.e., symptom scores, measurements*).

#### RESULTS

- Report a brief summary of the main findings in the study. Include explanations of key measurements.
- Include relevant statistical information (*i.e., confidence interval, odds ratio, levels of significance such as **p value***). Simple percentages are not sufficient.

#### CONCLUSIONS

- Explain the overall significance of the study that is supported by the results obtained.
- Describe why this case is osteopathically relevant.

#### ACKNOWLEDGEMENT OF RESEARCH STUDY SPONSORS AND IRB

- Include an acknowledgment of the study sponsors and any grants received for the study
- **Must include Statement that IRB was reviewed and determined either approved or exempt. Must submit IRB letter with your abstract.**

#### NOTE:

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