

2023 Department of Medicine Me2 Majumdar Research & Quality Improvement Collaborative Day

Abstract Submission

Submit your abstract via the online abstract submission process starting Wednesday, March 1, 2023. All abstracts must be submitted on or before **23:59:59 MST, Tuesday, April 18, 2023.**

Please read carefully as all submissions are considered FINAL

1. Late abstracts will not be accepted- NO EXCEPTIONS! All abstracts in the system as of the closing date will be considered final submissions.
2. Submitters will be responsible for final editing and formatting of submissions. Please use the "Preview Abstract" button on the submission page to see how your abstract will appear in the Research Day / Quality Improvement Collaborative Booklet online, and ensure that all symbols look as they should.

Abstracts should represent original research that:

- Has recently been completed by residents, graduate students, and postdoctoral fellows
- Has not been previously published as a manuscript, online journal or book

Instructions for Preparing Abstracts *(Please follow these instructions closely):*

1. It is the responsibility of the submitter to ensure that the submitted abstract is publication-ready. All the submissions as of the deadline will be considered final, there will be no opportunity for corrections and will be published as-is.
2. The abstract must be submitted in English and formatted as follows:
 - The abstract must contain in the following order:
 - INTRODUCTION
 - METHODS
 - RESULTS
 - CONCLUSIONS
 - Text of abstract: 300 words maximum and keep abbreviations to a minimum (define when first used). Any Graph/Chart/Table will be uploaded separately and will appear at the END of your abstract so please create Appendices accordingly.
 - All authors must meet the guidelines for authorship outlined in: Uniform requirements for manuscripts submitted to biomedical journals. N Engl J Med 1997; 336(4): 309-15

- Submitters are responsible for final editing and formatting of submissions

A Note on Figures

- Maximum of ONE figure (Chart/Graph etc.) can be included in your abstract
- Please upload your figure to the submission page as a “PDF” file.
- Please note that your figure will appear at the END of your abstract and should be labeled accordingly

A Note on Symbols

Most word processors allow the use of multiple fonts for displaying special characters and symbols. Please keep in mind that the online abstract submission system accepts only normal text characters (e.g. Characters that are part of a standard Times-Roman character set). If you are typing your abstract into a word processor then copying into the submission box, you MUST convert the ENTIRE abstract into Times New Roman font. Many of the special characters you need are available as part of normal text character set through the following process in Microsoft Word:

1. Select “Insert” from the Word menu bar
2. Select “Symbols...” from the “Insert” pull-down menu
3. Under the “Symbols” tab, change the “Font” pull-down menu to “normal text”
4. Double click on the symbol you wish to insert... this will paste in into your document

***Please ensure that after your abstract is pasted into the submission boxes that you select the “Preview Abstract” button to ensure that your symbols will appear as they should, because your abstract is considered FINAL after your press submit

Abstract Review Process

All abstracts will be reviewed by three adjudicators using a standardized form for evaluation:

- Clarity and justification of the research question/hypothesis
- Appropriateness of the methods used to answer the hypothesis
- Validity and relevance of the results to the hypothesis
- Clarity of the discussion and conclusion
- Innovation impact

Strict conflict of interest declarations will be provided to each reviewer

Abstracts will be selected for oral or poster presentations.