



Maine Osteopathic Association Midwinter Symposium

Virtual Research and Scholarship Forum Date: February 12, 2021

Instructions for Abstract e-Submission for Residents

Please read all instructions before typing your abstract. The abstract review committee will select the best abstracts, which is highly competitive due to time constraints. Reviewers will rate abstracts with a rubric for scoring which includes ratings for writing quality as well as grammar, punctuation, and formatting. All abstract submissions must have permission and consent of their research mentor.

SUBMISSION: Submit all Abstracts electronically as a Microsoft Word document. Online Application can be found [HERE](#). Find sample abstracts via the links below:

- Case Presentation
- Clinical Research
- Literature Review
- Original Research

DEADLINE: Abstracts must be received by **Friday, December 18th, 2020 at 11:59 PM**

- Review your abstract with your research mentor **prior to** uploading your abstract online
- **NO** re-writes and edits are allowed for this event

DECISION: Submitters will be informed by mid-January if their abstract was accepted

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** (including section headings; using the margins and font previously described).
Do NOT use the option for a header or footer for adding text or titles.
Do NOT include images or tables in the abstract.
Do NOT include references or citations in the abstract.

Heading:

Line 1: Title (Use **bold** but do not use all caps) 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. **Note the periods in the degrees.**

Examples: Smith, T, D.O., Jones, AV, M.D.

Smith, J, M.P.H., OMS III, Jones, AV, M.D.

The author presenting the poster is considered the presenting author. In the rare instances of equal contributions, two or more authors can jointly serve as co-presenting authors. **All must be present and submit for judging at the official presentation to be eligible to share an award.** If only one author performs the presentation, that author will be the sole recipient of any awards.

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

Skip one line before beginning the body of the abstract.

PUNCTUATION

The format of the Author Heading of your abstract should follow the Author Heading in the examples above exactly. 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.

ABBREVIATIONS

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

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.).

PROFESSIONAL QUALITY

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.

A. **ORIGINAL RESEARCH** (Basic Science, Clinical Research, etc. if appropriate)

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

Introduction (Required): Purpose (rational for study), /objectives/aims; hypothesis (if appropriate). Please include brief background for the study (a key sentence or two from the literature review).

Methods: Brief statement of methods, include: Subjects (inclusion/exclusion criteria; sampling method); protocol; and statistical analyses.

Results: Summary of key results and statistical values (e.g. p value) as appropriate.

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:

Objective: A statement of your main topic, purpose, and objectives. It should be clear 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.

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

Abstracts must be received via the abstract submission link no later than **11:59 pm on Friday, December 18th, 2020**. All abstracts will be reviewed by a subcommittee and you will be notified by mid-January of their decision.

Pre-recorded presentation judging:

Judging of the pre-recorded presentations will occur prior to the meeting. The Q&A session is scheduled on **Friday, February 12th, 2021 from 12:00 pm to 12:30 PM.** *Additional information will come mid-January about pre-recording the 5 min pre-recorded presentation.*

Award Announcements:

Awards will be announced during the virtual question and answer session held on **Friday, February 12th, 2021 from 12:00 pm to 12:30 PM.**

Questions regarding the [MOA schedule](#) of events or resident submissions of abstracts:

Please e-mail Amanda Richards, Executive Director, Maine Osteopathic Association, at arichards@mainedo.org and type “MOA Abstract Submission” in the subject line.