ABSTRACT INSTRUCTIONS AND GUIDELINES

Deadline for submissions: Wednesday, January 17, 2018 @ 5:00 p.m.

- Submit all abstracts by email to Cindy Kukoly, kukolyc@ecu.edu.
- Abstracts must conform to the following instructions and be submitted on the 2018 abstract form.
  - Fellow, residents and students need to include mentor information on the abstract form and be the mentor on the email at the time of submission.
- A sample abstract is provided.
- Forms can also be downloaded from the Internal Medicine website under Research.

PLEASE NOTE: You may not alter the format, textbox size or font type/font size in any way. Failure to follow formatting instructions may delay abstract acceptance or disqualify your work.

Formats: (please see sample abstract)

Research:
- BACKGROUND AND OBJECTIVES (a brief statement giving the rationale for your project)
- METHODS (the methods used in the study)
- RESULTS (a summary of your results/findings)
- CONCLUSIONS

Clinical Vignettes:
- LEARNING OBJECTIVES (emphasize the importance of the case)
- CASE INFORMATION (brief description with salient features)
- SUMMARY (highlight important facts and teaching points)

Font and Size: Paste or type abstract into the textbox on the abstract submission form. See the example form as a guide. Use Arial font, 9 point type. If your abstract contains Greek symbols, superscript and/or subscript characters, tables and/or graphs, please enter them exactly as they are to appear so that formatting will be retained.

Title and Authors:
- The title should be brief, clearly indicating the nature of the study.
- Do not use abbreviations in the abstract title.
- BOLD AND CAPITALIZE ENTIRE TITLE.
- Authors' names should appear as initials then last name (ex., SB Perkinson).
- Underline presenting author only.
- Omit department affiliation and degrees.
- All authors should have participated in the study and reviewed the abstract prior to submission.

Skip a line between the title and body of the abstract and justify the margins. Check spelling and grammar; accepted abstracts will be printed as submitted.

Body: Note: the body of the abstract is dependent on whether RESEARCH or VIGNETTE (see above).

Abbreviations:
- Abbreviations should conform to the Style Manual for Biological Journals (American Institute for Biological Sciences, 3900 Wisconsin Ave., Washington, DC 20016).
- Place nonstandard abbreviations in parentheses after the full word the first time it appears in your text. Do not use abbreviations in the abstract title.

Submission:
- Be sure to complete all other required information on the form.
- Email completed form to kukolyc@ecu.edu. You will receive a confirmation of receipt for your submission within 48 hours. If you do not, please call Cindy Kukoly at 744-2962.
- All future communication regarding the program (i.e. confirmation, presentation times) will be directed to the presenting author.
- All abstracts submitted will be reviewed by the research committee and you will receive a second notification concerning acceptance for presentation on February 7th.