

Department of Internal Medicine 2007 Research Day
ABSTRACT INSTRUCTIONS AND GUIDELINES

Deadline for submissions: Monday, March 26, 2007, 5:00 p.m.

Submit all abstracts by email to Timothy Johnson, PhD, johnsonti@ecu.edu. Abstracts must conform to the following instructions and be submitted on the 2007 abstract form. Forms can be downloaded from <http://www.ecu.edu/internalmed/>

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.

- ▶ **Font and Size.** Paste or type your 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.
- ▶ **Body.** Organize the body of the abstract in the following manner:

Research Topics: 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), and CONCLUSIONS.

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

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.

- ▶ **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. Save document as "AbstractYOURLASTNAME.doc," (ex., AbstractPERKINSON.doc). Email completed form to johnsonti@ecu.edu. You will receive confirmation of receipt of your submission. If you do not receive confirmation within 48 hours of your submission, please call Dr. Timothy Johnson at 744-3527.

► **Faculty Disclosure and Attestation Form.** Please complete the Faculty Disclosure and Attestation Form if presenting orally or “No Preference” is checked on the abstract submission form. Forward by interoffice mail to Timothy Johnson, PhD, Brody 3E116C. You are not required to complete the CME Disclosure form if you are participating with a poster presentation only.

Note: Abstracts received after the deadline will not be reviewed. If you do not include the file as an attachment, your abstract will not be processed. If you have any questions regarding this procedure, please contact Dr. Timothy Johnson at 744-3527 or Belinda Perkinson at 744-3451.

POSTERS: To access tips, tools and templates for completing a poster, click this link to the University Media Center: <http://www.ecu.edu/umc>

PRESENTATION: For help with your presentation, click this link to Internal Medicine’s Medical Presentations with PowerPoint: <http://www.ecu.edu/pptmed>