

ABSTRACT SUBMISSION GUIDELINES

5th Annual Graduate Medical Education Research Symposium - May 3, 2023

This document contains complete instructions for creating an abstract for presentation at the 5th Annual Graduate Medical Education (GME) Research Symposium 2023 using the GME Abstract Submission System, which will be available beginning December 13, 2022. Complete instructions on the abstract submission process are provided below.

The abstract submission deadline is 11.59 p.m. U.S. CT, Tuesday, February 7, 2023.

▪ **Abstract Submission Guidelines**

- Abstract should be submitted as a Word file using the templates provided on page 3 of these instructions. Examples of complete abstracts can be retrieved using the link below.

<https://digitalcommons.unmc.edu/cgi/viewcontent.cgi?article=1258&context=gmerj>

<https://digitalcommons.unmc.edu/cgi/viewcontent.cgi?article=1266&context=gmerj>

- For the accepted abstract, the presenter is required to attend the 5th Annual GME Research Symposium 2023 in the Truhlsen Events Center in person (the potential to move virtual if in-person is prohibited at that time).
- Unless otherwise noted by the submitting author, accepted abstracts will be published in the upcoming issue of the Graduate Medical Education Research Journal (GMEJR) as conference proceedings, and a DOI number will be assigned for each abstract.
- Abstracts must be submitted in their final state, and no changes can be made after submission. The submitted abstract will be reproduced directly from the online submission system, and any errors in the submitted abstract will be printed as such.
- All authors listed in the abstract must agree with the submitted work.

❖ **Content of Abstracts**

- Each abstract should contain the list below in the following order. Table/Figure is optional

1. Abstract Title

- Title should be concise (maximum 20 words) in bold text and capitalize the first letter of each word. For example: “The Effect of Reduced Duty Hours on Resident Wellness,” except where science-specific lowercase needs to be used.

2. Authors

- For each author, enter their first name, last name, degree, and affiliation (i.e., Department of Dermatology, College of Medicine, University of Nebraska Medical Center).

- **Presenting Resident/Fellow's name should be in bold text.**

3. Mentor

- Presenting Resident/Fellow should enter the name of the attending who serves as his/her mentor in the research project.

4. Program

- Presenting Resident/Fellow should enter the program he/she is currently in.

5. Abstract Type

- Presenting Resident/Fellow should enter the type of abstract submitted. For example, Original Research, Systematic Review or Meta-Analysis, and Case Reports.

6. Abstract Body

- Abstracts are limited to **250 words**, not including the title, author listing, section headings, table, or figure.
- For **Original Research and Review**, please break the abstract body into **Background, Methods, Results, and Conclusion**.
- For **Case Report**, please break the abstract body into **Background, Case, and Conclusion**.

7. Table/Figure

- One table or one figure is allowed per submitted abstract
- Table may not contain more than six rows of data
- File format must be .jpg, .jpeg, .gif, or .png ONLY for figures, and .jpg, .jpeg, .gif, or .png or word file format is allowed for tables.
- Please name your table or figure file a simple, standard name, place it after the abstract, and reference it within the text.

❖ Receipt of Abstract

- The abstract submission system will provide a confirmation email after you complete the submission process; please save this email for future communication.

❖ Abstract Selection Process

- All abstracts are typically accepted for poster presentation after review by the GME Scientific Program Committee. The committee will make every effort to take oral presentation requests; however, preference for oral presentations is competitive and limited.
- Authors will be notified of abstract acceptance and presentation format (poster or oral) by the end of March 2023. Additional details regarding presentation time limits will also be provided at that time.

Awards will be given for the best presentations! Good luck!

Questions? Email Premila Leiphrahpam in the GME Office at pleiphrahpam@unmc

Templates for Abstract Submissions

Please do not change fonts. When you are ready to submit, you should submit a clean copy including only the information listed below and your abstract. Please delete any tracked changes or comments, and do not include these instructions or the template itself. Thank you!

Title of Original Research or Review in Bold Left-justification and All-Important Words Capitalized

Author First name Last name¹, Author First name Last name², Author First name Last name³

¹Department of , College of Medicine, University of Nebraska Medical Center

²Department of , College of , University of

³Department of , College of , University of

Mentor:

Program: i.e. Neurological Sciences

Type: Original Research, Systematic Review, or Meta-Analysis

Background:

Methods:

Results:

Conclusion:

Optional – may include **one** high-quality figure or table at the end of the abstract.

Tables must include the following heading and caption above the table:

“**Table 1.** With a detailed caption using complete sentences to follow.”

Figures must include the following heading and caption below the figure:

“**Figure 1.** With a detailed caption using complete sentences to follow.”

Title of Case Report in Bold Left-justification and All-Important Words Capitalized

Author First name Last name¹, Author First name Last name², Author First name Last name³

¹Department of , College of Medicine, University of Nebraska Medical Center

²Department of , College of , University of

³Department of , College of , University of

Mentor:

Program: e.g. Neurological Sciences

Type: Case Report

Background:

Case:

Conclusion:

Optional – may include **one** high-quality figure or table at the end of the abstract.

Tables must include the heading and caption above the table:

“**Table 1.** With a detailed caption using complete sentences to follow.”

Figures must include the heading and caption below the figure:

“**Figure 1.** With a detailed caption using complete sentences to follow.”