



## 10<sup>th</sup> Annual Meeting of ISMPP *Leading Through Collaboration*

Abstracts for the 10<sup>th</sup> Annual Meeting of ISMPP, *Leading Through Collaboration*, April 7 – 9, 2014, are now being accepted. Please carefully review the Author Guidelines and Frequently Asked Questions (FAQ) before submitting your abstract.

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### Abstract Submission: Author Guidelines and Frequently Asked Questions (FAQ)

- **The deadline for submission is 5:00 pm EST, Friday, January 10, 2014.**
- Abstracts must be in MS WORD, with a limit of 250 words, including the title, but excluding author names and affiliations. Tables and/or figures may be included; each table or figure counts for 100 words. The total word count along with three keywords from a predefined list (see page 5) must be listed at the end of each abstract; keywords are not included in the abstract word count.
- Abstracts must be structured (this guideline, as well as others, are detailed in the FAQ).
- The first author is the presenting author for oral presentations and must be an active member of ISMPP. An author can be the first author on only one abstract, but there is no limit on co-authorship.
- ***Products or services should be discussed only in the context of other commercially available products or services. Generic names should be used whenever possible. Abstracts that stress the procurement of a commercially available product or service will be rejected.***
- All authors must have participated in the research process or development of the concept discussed, been actively involved in writing the abstract, and approved the submitted version. All authors must provide full disclosure of any financial or employment interests related to the subject matter discussed in the abstract. A disclosure form must be submitted with each abstract.
- Authors must acknowledge editorial support and outside resources, if appropriate.
- All presenters must register for the meeting. Membership and meeting rates, and meeting registration materials, will be available at [www.ismpp.org](http://www.ismpp.org).
- Abstracts are to be e-mailed to [abstracts@ismpp.org](mailto:abstracts@ismpp.org), one abstract per e-mail, using the subject line: **10<sup>th</sup> Annual Meeting - Abstract Submission**. Include the full abstract title, author names and affiliations, and contact information for the presenting author in the cover e-mail.
- The ISMPP Abstract Committee will conduct a blinded peer review of all submitted abstracts. Please refer to the FAQ for additional information.
- Abstracts will be published in the 10<sup>th</sup> Annual Meeting of ISMPP abstract supplement to *CMRO*, distributed in April 2014.
- Abstracts submitted after the deadline will not be considered.
- **Methods-only abstracts will be considered on a case-by-case basis and may not be included in the *CMRO* supplement.**
- **NOTE: Abstract submissions from the 2014 European Meeting of ISMPP will be considered. Encore abstracts will be re-reviewed by the 10<sup>th</sup> Annual Meeting Abstract Committee.**

## 10<sup>th</sup> Annual Meeting of ISMPP Abstract Submission FAQ

### 1. What is the required format for the abstract title?

Capitalize only the first word and any proper nouns or adjectives in the abstract title.

*Example:* A survey of adherence to the Consolidated Standards of Reporting Trials (CONSORT) guidelines for abstracts.

### 2. What is the required format for author names and affiliations?

List the **full names of all authors** separated by commas, except for the last author whose name should be preceded by 'and.' Do not include degrees or certifications. Use a superscript letter to distinguish differing affiliations. List each affiliated organization on a separate line, and include the **name, city, state abbreviation or province, and country**, separated by commas. *Example:*

Tom Jones<sup>a</sup>, Alice Smith<sup>a</sup> and Susan George<sup>b</sup>

<sup>a</sup>Pharma Pvt. Ltd, Mumbai, India

<sup>b</sup>Black & Black Pharmaceutical Research & Development LLC, Flemington, NJ, USA

### 3. How must my abstract be structured?

Organize the abstract into the following four sections:

- a) Objective
- b) Research design and methods
- c) Results
- d) Conclusions

### 4. What are the requirements for keywords?

Three keywords from a predefined list must be included following the abstract.

*Example:* Conflict of interest, Best practice, Standards

### 5. Are complete sentences required in all four sections of the abstract?

Complete sentences containing a subject and verb or verb phrase are required throughout the abstract.

### 6. What if the results and conclusions are not available when I submit my abstract?

The ISMPP Abstract Committee judges abstracts on the merit of the study and its findings. Abstracts submitted without data and with statements such as “data collection is in progress” or “further data will be presented” are strongly discouraged and will decrease the likelihood that the abstract will be accepted.

### 7. What do I need to do to BLIND my abstract?

Do not include any information in the body of the abstract (e.g., company names or products) that would help identify the authors or their affiliations. ISMPP reserves the right to eliminate identifying information should it appear. Please note that ISMPP will remove the author names and institutional affiliations from the top portion of the abstracts before submitting them to the Abstract Committee for review.

**8. How are acronyms to be presented?**

Spell out the acronym the first time it appears followed by the acronym in parentheses; thereafter, the acronym alone may be used. Should the acronym not be spelled out, ISMPP will attempt to add the missing information; however, please be aware that this may adversely affect the word count.

**9. Is it necessary to include references?**

When referencing work previously published by another author, please include a complete citation at the bottom of the abstract.

*Example: Gegeny TP, Klein KP. AMWA's medical writing certification initiative: where are we now? AMWA J 2012;27:184-7*

**10. What if the data from a particular study would seem to warrant more than one abstract?**

Without adequate justification, the results of a single research process should not be split to create multiple abstracts. An author who believes there is justification should send the potentially overlapping abstracts and a cover letter explaining why the abstracts should not be regarded as redundant (also known as 'salami slicing').

**11. How will my abstract be evaluated?**

With high-quality abstracts as the goal, reviewers will base their evaluations on the following criteria:

- a. Originality and innovation
- b. Organization and clarity of presentation
- c. Relevance to the field and/or the theme of the annual meeting
- d. Potential for improving/advancing service or practice
- e. Use of data to support the research premise

**12. Will methods-only abstracts be accepted?**

Methods-only abstracts will be considered on a case-by-case basis and may not be included in the *CMRO* supplement.

**13. How will I know if my abstract has been accepted?**

Authors will be notified of acceptance or rejection of their abstract during **the first week of February 2014**. The acceptance notification will include the type of presentation (poster or oral) and presentation specifications.

**14. When must the final PDF file of my poster be submitted?**

The due date for submission of the final PDF file is **Wednesday, March 26, 2014**.

**15. Will I be assigned a specific poster board number?**

Poster Board location numbers will be assigned, with the numbers to be displayed in the upper right-hand corner of each board.

**16. Will there be any special recognition for excellence of submissions?**

The acceptance of an abstract is in itself a form of recognition as not all abstracts are accepted; however, special recognition is accorded through the following evaluations. A limited number of abstracts that are judged to present particularly compelling research will be selected for oral presentation. Posters will be judged and a winner selected in each of the following categories:

- a. Original research
- b. Advancement of best practice
- c. Visual communication
- d. People's choice award

**17. What procedure should be followed if the first author is unavailable to deliver the oral presentation?**

If the first author is not available, ISMPP must be notified in advance of the meeting and be advised of the alternate presenter. The alternate presenter must be a co-author on the abstract and an active member of ISMPP.

**18. How do I withdraw an abstract or poster?**

All withdrawals or cancellations must be in writing and e-mailed to [abstracts@ismpp.org](mailto:abstracts@ismpp.org) by **Friday, February 14, 2014**.

**19. Who should I contact with questions regarding abstracts or posters?**

E-mail your questions to Jennifer Ciafullo at [jciafullo@ismpp.org](mailto:jciafullo@ismpp.org) or call +1.973.584.3135.

## Keyword List

- Abstracts
- Academia
- Access
- Acknowledgements
- Advocacy
- Asia-Pacific
- Attitudes
- Auditing
- Authorship
- Benchmarking
- Best practice
- Biotechnology
- Case study
- CER/HEOR
- Collaborations
- Corporate integrity agreement(s)
- Certification
- Certified Medical Publication Professional (CMPP)
- Conflict of interest
- Continuing education
- Compliance
- Cost-efficiency
- Cultural differences
- Disclosure
- Documentation
- Editors
- Education
- Efficacy Data
- Encores
- Ethics
- European Medicines Agency (EMA)
- Financial/finance
- Food and Drug Administration (FDA)
- Gap analysis
- Geography
- Ghostwriting
- Globalization
- Government
- GPP/GPP2
- Guidelines
- Health literacy
- Healthcare professional
- Industry
- Journals
- Legal/Regulatory
- Literature search
- Medical communications
- Medical device
- Medical publication profession
- Medical writers/writing
- Metrics
- Original research
- Orphan drugs
- Partnerships
- Patients
- Payment
- Pharmaceutical
- Policies
- Posters
- Promotion
- Publication planning
- Publication timing
- Real world data
- Retractions
- Review manuscripts
- Safety Data
- Smart technology
- Standards
- Sub-analysis
- Sunshine Act
- Survey
- Systematic review
- Technology
- Timelines
- Tools
- Training
- Transparency

## 10<sup>th</sup> Annual Meeting of ISMPP ABSTRACT DISCLOSURE FORM

It is the policy of the International Society for Medical Publication Professionals (ISMPP) that all abstracts submitted to the Society for the annual meeting are balanced, independent, objective, and free of commercial bias. All individuals in a position to control the content of the work presented in the abstract must disclose the name of all proprietary entities with which they have financial relationships as well as the nature of these relationships. Disclosure should include the names of all entities that may influence the content of the abstract, results of studies or surveys, or similar. It is also required that all first authors are ISMPP members in good standing.

**TITLE OF ABSTRACT:**

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**AUTHORS:**

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**NAME OF LEAD AUTHOR (please print):** \_\_\_\_\_

**PLEASE CHECK ONE:**

- I have no relationships with proprietary entities producing healthcare goods or services
- I have financial interests with the following proprietary entity or entities that pertain to the information presented in my abstract

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I attest that the information above is accurate and confirm that I am not receiving direct payment from a commercial entity that has the ability to influence the findings presented in this abstract. I also confirm that at least one author is a member in good standing of ISMPP.

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SIGNATURE

DATE