



*Abstracts are now being accepted. Please carefully review the Author Guidelines and Frequently Asked Questions (FAQ) before submitting.*

### Abstract Submission: Author Guidelines and FAQ

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- **The deadline for submission is 5:00PM EST, February 1, 2013.**
- Abstracts must be in MS WORD, with a limit of 250 words, including the title, but excluding author names and affiliations. Tables may be included; each table counts for 100 words.
- Abstracts must be structured. Please refer to the [FAQ](#) for specific details.
- At least one author, preferably the lead author, must be an active member of ISMPP at the time of abstract submission.
- An author can be the first author on only one abstract, but there is no limit on co-authorship.
- The first author is the presenting author for oral presentations and must be an active member of ISMPP. Please refer to the [FAQ](#) for additional information.
- ***Products or services should be discussed only in the context of other commercially available products. Generic names should be used whenever possible. Abstracts that stress the procurement or use 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: **Abstract Submission 2013**. 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. Refer to the [FAQ](#) for additional information.
- Abstracts will be published in a post-meeting supplement to *CMRO*. Refer to the [FAQ](#) for additional information.
- 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.**

## The 9<sup>th</sup> Annual Meeting of ISMPP - Abstract Submission FAQs

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### 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 only by commas. 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>, 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. Are complete sentences required in all four sections of the abstract?

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

### 5. 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 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 selected either for oral presentation or for inclusion with the abstracts published in *CMRO*.

### 6. 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.

### 7. 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 add the missing information; please note that this may adversely affect the word count.

### 8. 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

**9. 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.

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

Authors will be notified of acceptance or rejection by mid February. Acceptance notification will include type of presentation (poster or oral) and presentation specifications.

**11. When must the final PDF file of my poster or oral presentation be submitted?**

The due date for submission of the final PDF file is **Friday, March 29, 2013**. Oral presentations are traditionally included in the meeting handout. Materials received after the due date may not be included.

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

Numbers are not assigned, and posters may be displayed at any location in the poster area.

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

A limited number of abstracts that are judged to present particularly compelling research will be selected for oral presentation.

In addition, 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

**14. What procedure should be followed if the first author becomes unavailable for 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.

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

All withdrawals or cancellations must be in writing and e-mailed to Jennifer Ciafullo at [jciafullo@ismpp.org](mailto:jciafullo@ismpp.org)

**16. 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)

### The 9<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 I am a member in good standing of ISMPP. I further confirm that the information presented in this abstract is original and has not been previously presented or published.

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SIGNATURE

DATE