14th Annual Meeting of ISMPP
From Publication to Practice:
Advancing Science Through Effective Communication

ISMPP invites you to submit your abstract for the 14th Annual Meeting of ISMPP, April 30 – May 2, 2018. Please review the Author Guidelines and Frequently Asked Questions (FAQ) before submission. Some abstracts will be considered for oral presentation; authors will receive appropriate instructions if their abstract is selected.

Author Guidelines

- **The deadline for submission is 5:00 pm EST, Monday, January 15, 2018**
- **In keeping with other scientific congresses, ISMPP will no longer be issuing conditional acceptances for abstract submissions (ie, there will not be an opportunity to revise after initial submission) or accepting late submissions. Additionally, ISMPP will also no longer distribute surveys on behalf of abstract authors. Please see our survey policy in the FAQ section**
- **Methods-only abstracts will be rejected**
- **Abstracts submitted after the deadline will not be considered**
- **All abstract submissions must be research-oriented and written in a clear manner, especially in regards to methods and results sections. The abstract title must reflect the research. Avoid making broad conclusions or generalizations in the Conclusion**
- **Abstracts submitted after the deadline will not be considered**
- Abstracts – including any tables – must be in MS WORD, with a limit of 275 words, including the title. Author names and affiliations and references are excluded from the word count. Tables and/or figures are permitted; each table or figure counts for 100 words. Any tables or figures must be in B/W or greyscale; no colored tables or figure are permitted. The total word count along with three keywords from a predefined list (see page 6) must be listed at the end of each abstract; keywords are not included in the abstract word count.
- Abstracts must be structured (as described in the FAQ below)
- The first author is the presenting author 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
- **Abstracts that stress the procurement of a commercially available product or service will be rejected. Products or services should be discussed only in the context of other commercially available products. Generic names should be used whenever possible**
- ISMPP permits researchers who wish to utilize a survey to generate data for an abstract/poster to post an announcement/invitation and survey link on ISMPP's LinkedIn Group page (https://www.linkedin.com/groups/3856518) subject to the following policy guidelines:
  o Permission on the part of ISMPP to post a survey invitation and link does **not** in any way imply endorsement of the research project or the survey by ISMPP or the Abstract Committees nor does it guarantee acceptance of the submitted abstract

- o Author(s) are responsible for developing the survey content and format and ensuring that it is available on a host site
- o All survey content must be in keeping with good publication practices and non-promotional
- o Author(s) are responsible for posting the survey and subsequent reminder on ISMPP's LinkedIn Group page
- o ISMPP permits one reminder post after the posting of the initial invitation
- o The following disclaimer **must be included with your post**: "The survey presented represents the work of the individual author(s). The ISMPP LinkedIn portal is being utilized as a mechanism to post this survey only and does not necessarily represent the position of ISMPP"
- o Please be specific in your LinkedIn post as to the type of professional background (ie, pharma, medical communications, publisher) the survey is targeting. We also recommend including detailed language in the survey introduction along with the appropriate demographic variable questions ISMPP reserves the right to review all postings and reject postings with inappropriate content
- o As with all content posted to the LinkedIn Group page, ISMPP reserves the right to review/reject those with inappropriate content.

- 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(s) must be submitted with each abstract

- Authors must acknowledge editorial support and outside resources, as appropriate

- All presenters must register for the meeting and pay for their travel and registration to the meeting. Membership and meeting rates, and meeting registration materials, will be available at www.ismpp.org

- Abstracts are to be e-mailed to abstracts@ismpp.org, one abstract per e-mail, using the subject line: **14th 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 14ᵗʰ Annual Meeting of ISMPP abstract supplement to *CMRO,* which will be published and distributed at the 14ᵗʰ Annual Meeting of ISMPP in May 2018

- Abstract submissions from the 2018 European Meeting of ISMPP will be considered. Encore abstracts will be re-reviewed by the 14ᵗʰ Annual Meeting Abstract Committee

14th 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[a], Alice Smith[a] and Susan George[b]
   [a]Pharma Pvt. Ltd, Mumbai, India
   [b]Black & Black Pharmaceutical Research & Development LLC, Flemington, NJ, USA

3. **How must my abstract be structured?**
   Organize the abstract into the following sections:
   a) Objective
   b) Research design and methods
   c) Results
   d) Conclusions
   e) Tables/Figures (if any)
   f) References (if any)

4. **What are the requirements for keywords?**
   Three keywords from a predefined list must be included following the abstract.
   Example:
   Keywords
   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?**
   Methods-only abstracts will not be accepted. Abstracts submitted without data and with
   statements such as "data collection is in progress" or "further data will be presented" will
   automatically be rejected and authors encouraged to submit at a future meeting when the full
   dataset is available.

7. **What do I need to do to BLIND my abstract?**
   If possible, 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. References are not part of the abstract word count. Published references are encouraged.
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.

11. **How will my abstract be evaluated?**
With high-quality abstracts as the goal, evaluations are based 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?**
No. Methods-only abstracts will not be considered. Each abstract must contain complete results and conclusions drawn from those results to be considered for acceptance

13. **How will I know if my abstract has been accepted?**
Authors will be notified of acceptance or rejection of their abstract in **February 2018**. 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 **Friday, April 13, 2018**

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 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: Best Original Research, Best Practice and Best in Visual Communication.

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 by Friday, February 9, 2018

19. Who should I contact with questions regarding abstracts or posters?
E-mail your questions to Jennifer Ciafullo at jciafullo@ismpp.org

Keyword List

- Abstracts
- Academia
- Access
- Acknowledgements
- Advocacy
- Asia-Pacific
- Attitudes
- Auditing
- Authorship
- Benchmarking
- Best practice
- Big data
- 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
- Data sharing
- 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
- Guidelines
- Health literacy
- Healthcare professional
- Industry
- Journals
- Legal/Regulatory
- Literature search
- Medical communications
- Medical device
- Medical publication profession
- Medical writers/writing
- Metrics
- Open access
- Original research
- Orphan drugs
- Partnerships
- Patients
- Payment
- Pharmaceutical
- Phamacoeconomics
- Policies
- Posters
- Promotion
- Publication planning
- Publication timing
- Real world data
- Retractions
- Review manuscripts
- Safety Data
- Smart technology
- Social Media
- Standards
- Sub-analysis
- Sunshine Act
- Survey
- Systematic review
- Technology
- Timelines
- Tools
- Training
- Transparency

14th 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 the lead author is an ISMPP member in good standing. Each author must submit a disclosure form.

TITLE OF ABSTRACT:

_____
_____

AUTHORS:

_____
_____

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

_____
_____
_____

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 the lead author is a member of ISMPP in good standing.

_____
SIGNATURE (May type name for signature)   DATE