

## 2017 NORTHLAND ACSM ABSTRACT SUBMISSION DIRECTIONS AND CHECKLIST

### Acceptable Abstract Types:

1. Scientific Abstract
2. Clinical Case Abstract (not eligible for awards)
3. Proof of Concept Abstract (not eligible for awards)

### Scientific Abstract Guidelines:

1. The title of the Abstracts are limited to 15 words
2. List all authors without including degrees or credentials as indicated in the template.
3. List the Laboratory Name; Department; University; City, State as indicated in the template.
4. Indicate the category of the First/Presenting Author. Categories include: Undergraduate, Graduate, and Professional-in-Training
5. List the Advisor/Mentor's name and e-mail address
6. The text of the abstract should begin with a short background on the topic and must include the following headings:
  - a. **PURPOSE:** describes the intent of the study
  - b. **METHODS:** how the study was conducted
  - c. **RESULTS:** findings of the study
  - d. **CONCLUSION:** Summary of the most important points and the take home message
7. All abstracts are limited to 2000 characters (does not include title or spaces) and must not exceed one typed page (see Abstract Submission Templates on the NACSM website).
8. If you choose to include a table or figure;
  - a. The text of the abstract is limited to 1500 characters (not including spaces).
  - b. The abstract is still limited to one page.
  - c. You must reference the table or figure in the text of the abstract.
  - d. The figure or table must include a caption/title and a legend.
  - e. The table or figure must fall within the set margins of the template.
  - f. The resolution must be sufficiently high for the table or figure to be clearly readable/interpretable.
9. If the project received funding to complete the study you must include the funding organization and grant number.
10. The abstract must be formatted using the template entitled "NACSM Scientific\_Abstract\_Template\_2017.docx". Please type directly into the template and include all of the formatting, fonts, font sizes, margins and elements indicated in the template.
11. Save the final version of your abstract as a pdf document. The pdf file name must include the presenting/corresponding author's last name followed by their first name followed by \_NACSM2017. (ie. Bowser\_Brad\_NACSM2017.pdf)

**Proof of Concept Abstract Guidelines:** Will follow all of the guidelines of the Scientific Abstract, but will not include the results and conclusions sections.

### Clinical Case Abstract Guidelines:

1. Title: The first part of the title should reflect the area of the problem and the second part, the sport or activity of the athlete, but should not include the diagnosis (example: Neck Injury—Football).
2. List all authors without including degrees or credentials as indicated in the template.
3. List the Training Facility, University, City, State as indicated in the template.
4. Indicate the category of the First/Presenting Author. Categories include: Undergraduate, Graduate, and Professional-in-Training
5. List the Advisor/Mentor's name and e-mail address
6. The text of the abstract should must include the following headings:
  - a. **HISTORY:** The first paragraph should state the history of the case
  - b. **PHYSICAL EXAMINATION:** The second paragraph should outline the physical examination:
  - c. **DIFFERENTIAL DIAGNOSIS:** Include the differential diagnosis in this section

- d. **TESTS AND RESULTS:** Include the tests that were run and the results of the tests
  - e. **FINAL/WORKING DIAGNOSIS:** Indicate the final diagnosis here
  - f. **TREATMENT AND OUTCOMES:** Provide a description of the treatments performed and their outcomes
7. All abstracts are limited to 2000 characters (does not include title or spaces) and must not exceed one typed page (see Abstract Submission Templates on the NACSM website).
  8. If you choose to include a table or figure;
    - a. The text of the abstract is limited to 1500 characters (not including spaces).
    - b. The abstract is still limited to one page.
    - c. You must reference the table or figure in the text of the abstract.
    - d. The figure or table must include a caption/title and a legend.
    - e. The table or figure must fall within the set margins of the template.
    - f. The resolution must be sufficiently high for the table or figure to be clearly readable/interpretable.
  9. The abstract must be formatted using the template entitled “NACSM Clinical Case\_Abstract\_Template\_2017.docx”. Please type directly into the template and include all of the formatting, fonts, font sizes, margins and elements indicated in the template.
  10. Save the final version of your abstract as a pdf document. The pdf file name must include the presenting/corresponding author’s last name followed by their first name followed by \_NACSM2017. (ie. Bowser\_Brad\_NACSM2017.pdf)

ALL abstracts are **not to exceed one page**, using the formatting/text size provided on the Abstract Submission Templates. If you chose to include a table or figure, remember, the abstract is limited to one page.

**Note: Abstracts that do not adhere to these guidelines will be administratively rejected for presentation**

**Abstract Submission site:** <http://nacsmabstractsubmission2017.questionpro.com>

## **ABSTRACT/POSTER COMPETITIONS**

### **Undergraduate Abstract and Poster Competition:**

Scientific abstracts submitted by undergraduate students are eligible to receive an award. The awards will be based on both the written abstract and the presentation of the poster. A panel of 4-5 judges comprised of members of the NACSM executive board will review all eligible abstracts and select the top 5-10 undergraduate scientific abstracts. During the presentation of the posters at the Spring Tutorial, the panel of judges will then judge the poster presentations of the top 5-10 abstracts. Judging of the posters will be based on both the quality of the poster and the author’s ability to effectively present their research and answers questions from the judges.

#### *Awards:*

- 1<sup>st</sup> place: \$350
- 2<sup>nd</sup> place: \$250
- 3<sup>rd</sup> place: \$150
- 4<sup>th</sup> place: \$100
- 5<sup>th</sup> place: \$50

### **Graduate competition (President’s Choice Award/President’s Cup):**

Scientific abstracts submitted by graduate students are eligible to receive an award. The awards will be based on both the written abstract and the presentation of the poster. The panel of judges for the graduate scientific abstracts includes the President Elect, Current President, and Past President of NACSM. The panel of judges will review all eligible abstracts and select the top 4-8 graduate scientific abstracts. During the presentation of the posters at the Spring Tutorial, the panel of judges will then judge

the poster presentations of the top 4-8 abstracts. Judging of the posters will be based on both the quality of the poster and the author's ability to effectively present their research and answers questions from the judges.

*Award:* \$1,200 travel stipend to attend the National ACSM Conference in Denver, CO (30 May – 03 June, 2017). Conference Registration Fee will be waived. Awardee will compete at the national conference in a special poster session for the National President's Cup Award for best abstract.

### ***ABSTRACT SUBMISSION CHECKLIST***

- Register for the 2017 NACSM Spring Tutorial Meeting.** Any abstract submission where the first author is not registered for the Spring Tutorial Meeting prior to March 15<sup>th</sup>, 2017 will be rejected and the student will not be allowed to present. In order for your abstract to be judged for a prize, you must be pre-registered by March 1<sup>st</sup>, 2017.
- Locate Abstract Template on the NACSM Website.** ( <http://northlandacsm.org/> ) You must use the NACSM Abstract Template, and the formatting supplied within it, as you construct your abstract. Use care not to change any fonts, font sizes, or spacing when you input your abstract content.
- Complete your abstract** and save it as a pdf document. The pdf file name must include the presenting/corresponding author's last name followed by their first name followed by \_NACSM2017. (ie. Bowser\_Brad\_NACSM2017.pdf)
- Submit Abstract** at the following link: <http://nacsmabstractsubmission2017.questionpro.com>

#### Deadlines:

Judged Posters (eligible for awards): **March 1<sup>st</sup>, 2017 at Midnight CST**

Non-Judged Poster & Clinical Case Studies (not eligible for awards): **March 15<sup>th</sup>, 2017 at Midnight CST**

- You will receive a notice of acceptance, or a request for revisions, by March 18, 2017.**
- Prepare your poster using the guidelines posted on the NACSM website.**
- Attend the 2017 Spring Tutorial Meeting on April 7 at St. Catherine University, St. Paul, MN!**

Please direct any questions to the NACSM Student Activities Director, Brad Bowser ([bradley.bowser@sdstate.edu](mailto:bradley.bowser@sdstate.edu)).