

**2016 ACVIM FORUM GUIDELINES FOR RESEARCH REPORTS / RESEARCH ABSTRACTS**

**COMPARISON GRID OF ABSTRACT TYPES**

Abstract Type	Submission Deadline	Notification of Accept or Reject	Active Researcher in Field	ACVIM Candidate	Post-doctoral Fellows	Residents, Interns, Graduate Students, Undergraduate Students, Professional Students	ACVIM Candidate Award for those eligible	Presentation	Honorarium	Registration Complementary	ACVIM Forum Session Access	Discount Registration	ACVIM Forum Proceedings Published	Journal of Veterinary Internal Medicine Published
Research Report	November 30, 2015	January 5, 2016	Required	Not Allowed	Possible	Not allowed	No	25 minute oral	Yes	Yes	Yes	N/A	Yes	May Early View & July/August Issue
Late Breaking Research Report	March 14, 2016	March 29, 2016	Required	Not Allowed	Possible	Not allowed	No	25 minute oral	Yes	Yes	Yes	N/A	Yes	May Early View & July/August Issue
Research Abstract	November 30, 2015	March 8, 2016	Not required	Allowed	Possible	Allowed	Yes	15 minute oral or poster	No	No	Only oral session presenting in, and exhibit hall. Must register for full ACVIM Forum access.	No	Yes	May Early View & May/June Issue

**RESEARCH REPORT & RESEARCH ABSTRACT SUBMISSION DEADLINE – NOVEMBER 30, 2015**

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**ONLINE SUBMISSION REQUIRED**

**RESEARCH REPORTS**

- *If want consideration for a Research Abstract, if Research Report is not accepted, the submission form will provide an option for presentation as a Research Abstract instead.*
- *Research Report selection notification occurs before Research Abstract selection notification.*

Submitter Requirements:

- Must be an active researcher who has recently contributed to the field.
- Post-doctoral fellows may be considered, but ACVIM Candidates, other residents, interns, graduate students, undergraduate students or professional students cannot present in this category.

All research report abstracts are presented in 25-minute oral presentations.

All submissions **must adhere** to the requirements outlined in the ACVIM Research Reports / Research Abstracts Guidelines.

All research reports are selected and scheduled by the ACVIM Forum Program committee.

Research reports are published in the *Journal of Veterinary Internal Medicine (JVIM)* as well as in the ACVIM Forum Proceedings.

❖ **ACVIM Forum registration is included and an honorarium is paid.**

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**RESEARCH ABSTRACTS**

Submitter Requirements:

- Anyone can submit abstracts to be considered in the research abstract category.
- ACVIM Candidates may be eligible for the ACVIM Resident Research Award.
  - ◆ Awards will be given to selected oral or poster research abstract presenters.
    - Requirement for award consideration:
      - Active resident in an approved ACVIM training program, or completed an ACVIM approved residency within the last 6 months but are not yet (by time of ACVIM Forum) ACVIM board-certified.
      - Abstracts will be judged on the quality of both the research and oral or poster presentation.

Two types of research abstract communications will be available:

- Oral presentation, strictly limited to 15-minutes (12 minutes to present, 3 minutes for questions).

**Note:** If a time gap between the end of your 15 minute presentation and the beginning of the next, the reasons are coffee break or lunch break.

- Poster, available for viewing throughout the meeting.

During specified periods the poster **MUST** be attended by 1 or more of the authors to answer specific questions. If the poster is entered in the ACVIM Resident Research Award competition, the author must attend the poster to interact with the judges.

All submissions **must adhere** to the requirements outlined in the ACVIM Research Reports / Research Abstracts Guidelines.

All research abstracts will be reviewed by 3 ACVIM Diplomates with self-declared interest or expertise in the subject area.

In order to be accepted for presentation at the ACVIM Forum, abstracts must meet minimum criteria of acceptability by 2 of 3 reviewers.

Research abstracts are published in the *Journal of Veterinary Internal Medicine (JVIM)* as well as in the ACVIM Forum Proceedings.

- ❖ **ACVIM Forum registration is not included. No honorarium is paid.**
- ❖ **Presenters will only be able to attend the Exhibit Hall and the session your abstract is scheduled.**
- ❖ **To attend the ACVIM Forum, please register at [www.ACVIMForum.org](http://www.ACVIMForum.org). No discount on registration.**

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**All submissions must be made online using the ACVIM electronic submission process. This is found under [Speak at \[www.ACVIMForum.org\]\(http://www.ACVIMForum.org\)](#).**

- Submissions received by the ACVIM will be reviewed according to subject categories for scientific content, experimental design and statistical analysis where appropriate, animal welfare, relevance to internal medicine and strict adherence to abstract formatting guidelines.
- Single case reports are not acceptable, criteria for immediate rejection.
- Abstracts describing a study using clinical cases that lack confirmed, definitive diagnoses are not acceptable.
- Abstracts which describe data as pending are not acceptable.  
Preliminary data from an on-going study can be used. But, you cannot submit another abstract next year on the same data (even if you have more data and it is more accurate), unless the abstract is about a completely different set of data or a different part of the project. You must put actual data in the abstract - not submit the abstract expecting to get the data by the time you present it at the meeting.
- Abstracts that present data “fractionated” into 2 or more abstracts when they could be combined into 1 are discouraged (e.g. regarding test validation, methodology development, or establishing a normal range without application to a population with sufficient power to demonstrate statistical significance).
- Excessively poor grammar or clarity of writing is not acceptable.
- Animals used in the described study are expected to have received humane care, i.e. according to the principles outlined in the NIH Guide for the Care and Use of Laboratory Animals and/or the humane care guidelines found at the author’s institution.
- Abstracts describing studies deemed to include unethical treatment of animals, even if approved by the author’s institutional animal care and use committee (IACUC) are not acceptable and subject to immediate rejection.
- Abstracts describing experimental studies using laboratory animals not treated by ACVIM Diplomates and on a topic not germane to ACVIM are not acceptable and are subject to immediate rejection. An example of an abstract that would be rejected is a study in rabbits on fracture fixation. Abstracts including research animals of a species treated by ACVIM Diplomates or detailing research that pertains to a species treated by ACVIM Diplomates, e.g. studies using research colony dogs or studies using mice as a model of equine disease, are acceptable.
- Abstracts that have been submitted as a full-length publication before the abstract submission deadline are not acceptable.
- Abstracts that have been previously published/presented in current or substantially similar form > 9 months before the ACVIM Forum are not acceptable and are subject to immediate rejection.
- Abstracts published/presented in current or substantially similar form < 9 months before the ACVIM Forum can be considered, but must pass the ACVIM abstract review process as for any abstract. The place of prior publication/presentation and copyright permission must be disclosed.
- Research abstracts are scored on multiple criteria by 3 reviewers. Research abstracts that receive a score of  $\leq 8$ , out of a total possible score of 20, do not meet the ACVIM minimum standard and are subject to immediate rejection.

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- Authors are encouraged to verify guidelines with editors of specific journals if the authors intend to subsequently publish the abstract material.
- The *JVIM* encourages submission of materials abstracted in the ACVIM Forum and does not disqualify manuscripts generated from those abstracts from consideration for publication simply because of their length or formatting.

- For abstracts published in the ACVIM Forum Proceedings, and in *JVIM*, there is no need to obtain prior permission from the publisher of *JVIM*, or the ACVIM Forum Program Committee, to submit the material as a full length article to any journal.

## PREPARING YOUR ABSTRACT FOR ACVIM FORUM SUBMISSION

**You MUST use the template available at [www.ACVIMForum.org](http://www.ACVIMForum.org). If you don't use it your abstract WILL be rejected.**

➤ Abstracts that do not fit within these guidelines can be rejected based on formatting.

### Typing Instructions for Abstract Template:

- Do NOT enter author and institution information on this form. You will be able to enter this information online when you submit the abstract. Enter each author's name and institutional affiliations (including city and state). If no institution is involved, give the city and state.
- Do NOT write outside the boxes. Any text or images outside the boxes will be deleted.
- Do NOT alter this form by deleting parts of it or adding new boxes. Simply enter your information into the boxes. The form will be automatically processed – if you alter it your submission will not be processed correctly.
- Save this file in .doc or .docx format.
- Abstracts must be composed in Microsoft Word.
- Use templates Arial 10 point font.
- Print must be black.
- Proof your submission carefully as the abstract will appear EXACTLY as submitted.
- Excessively poor grammar or clarity of writing is not acceptable.
- Modifications to your submission can be made through the submission site until the deadline.
- Abstracts may not be corrected after the deadline and no corrections that could alter the overall acceptability of the abstract will be accepted.
- Paragraphs within abstracts must be single spaced.
- Use full justification so that text is flush with both left and right sides.
- **No Word limit.**

### Title:

- 15 words maximum. Clearly indicate the nature of the investigation.
- Abbreviations should be avoided.
- CAPITALIZE THE ENTIRE TITLE.

### Content:

- DO NOT mention support of work for a research grant, conflict of interest or copyright permission. These disclosures are required at time of presentation in a Conflict of Interest Declaration statement/slide.
- Special symbols, graphs or charts must be imported into your abstract and fit within the specified margins.
- Graphs and charts will not be accepted independent of your abstract submission.
- **Do not use subheadings (e.g. Methods, Results).**
- Organize the body of the abstract as follows:
  - A statement of the purpose of the study.
  - A statement of the methods used.
  - A summary of the results presented in sufficient detail to support the conclusions. Statements that data is pending are not acceptable.
  - A statement of the conclusions reached (it is not satisfactory to state "the results will be discussed" or "other data will be presented").
- **Do not use subheadings (e.g. Methods, Results).**

### Tables and Graphs:

- Use only if they are simple, neat, and fit within the allotted space.
- Tables and graphs must be imported into the abstract text.
- Tables and graphs will not be accepted independent of the abstract submission.

### Abbreviations and Drug Names:

- Abbreviations accepted by the *JAVMA* are suggested.
- Abbreviations otherwise not defined must be defined by the author by placing them in parenthesis after the full word the first time they appear.
- Abbreviations should be avoided in titles.
- Non-proprietary (generic) names are required the first time a drug is mentioned, written in small letters.

- Proprietary names are always capitalized, e.g. cimetidine (Tagamet).

**Questions?** Contact Ivy Leventhal (Ivy@AVIM.org).

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## Abstract Template Sample

**Title:**

THIS IS A SAMPLE OF CORRECT FORMATTING FOR A RESEARCH REPORT OR RESEARCH ABSTRACT SUBMISSION

**Abstract:** (Your abstract must use Normal style and must fit into the box. Do not enter author details)

Abstracts must be composed in Microsoft Word. Use templates Arial 10 point font. Print must be black. Please proof your submission carefully as the abstract will appear exactly as submitted. Excessively poor grammar or clarity of writing is not acceptable.

Modifications to your submission can be made through the submission site until deadline. Abstracts can not be corrected after deadline and no corrections that may alter the overall acceptability of the abstract will be accepted.

Paragraphs within abstracts must be single spaced. Use full justification so that text is flush with both left and right sides. Abstracts that do not fit within these guidelines can be rejected based on formatting. No word limit.

Title is 15 words maximum. Clearly indicate the nature of the investigation. Abbreviations should be avoided in titles.