<table>
<thead>
<tr>
<th>Abstract Type</th>
<th>Submission Deadline</th>
<th>Notification of Accept or Reject</th>
<th>Active Researcher in Field</th>
<th>ACVIM Candidate</th>
<th>Post-doctoral Fellows</th>
<th>Residents, Interns, Graduate Students, Undergraduate Students, Professional Students</th>
<th>ACVIM Candidate Award for those eligible</th>
<th>Presentation</th>
<th>Honorarium</th>
<th>Registration Complementary</th>
<th>ACVIM Forum Session Access</th>
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<tr>
<td>Research Report</td>
<td>December 10, 2014</td>
<td>Required</td>
<td>Not Allowed</td>
<td>Possible</td>
<td>Not allowed</td>
<td>No</td>
<td>25 minute oral</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>May Early View &amp; July/August Issue</td>
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<td>Late Breaking Research Report</td>
<td>March 17, 2015</td>
<td>Required</td>
<td>Not Allowed</td>
<td>Possible</td>
<td>Not allowed</td>
<td>No</td>
<td>25 minute oral</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>May Early View &amp; July/August Issue</td>
</tr>
<tr>
<td>Research Abstract</td>
<td>December 10, 2014</td>
<td>Not required</td>
<td>Allowed</td>
<td>Possible</td>
<td>Allowed</td>
<td>Yes</td>
<td>15 minute oral or poster</td>
<td>No</td>
<td>No</td>
<td>Only oral session presenting in and exhibit hall. Must register for full ACVIM Forum access.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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**2015 ACVIM Forum Guidelines For Research Reports / Research Abstracts**

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**RESEARCH REPORT SUBMISSION DEADLINE – DECEMBER 10, 2014 (CLOSE OF BUSINESS)**

**RESEARCH ABSTRACT SUBMISSION DEADLINE – DECEMBER 10, 2014 (CLOSE OF BUSINESS)**

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**ONLINE SUBMISSION REQUIRED (www.ACVIMForum.org)**

**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 Guidelines for Research Reports / Research Abstracts.

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.**

**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 Guidelines for Research Reports / Research Abstracts.

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.**

**Note:**
- Abstracts that do not fit on an 8 ½” x 11” paper as outlined below will not be considered.
- Excessively poor grammar or clarity of writing may be grounds for abstract rejection.

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 be able to attend the Exhibit Hall and only the session your abstract is scheduled.**
- **To attend the ACVIM Forum, please register at 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 the Research Reports / Research Abstracts link at **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.
- 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).
- 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. Authors must attest to this on the electronic submission form.

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**No abstract may be submitted that will have been submitted as a full-length publication before the abstract submission deadline.**

Abstracts that have been published as an abstract and/or presented elsewhere **within the 9 months previous** to the ACVIM Forum may be submitted for consideration, but must pass the ACVIM abstract review process as for any abstract. The place of prior publication and/or presentation and copyright permission must be disclosed at the time of abstract submission.

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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.
- Some journals limit the length of previously published abstracts to 250 words.
- We recommend that before submitting abstracts to the ACVIM that you contact the journal to which you will likely submit the full manuscript and have the editor of that journal review the abstract to determine if the length and format would preclude publication.
- In contrast to some other journals, the *JVIM* encourages submission of materials abstracted in the ACVIM Forum Proceedings and does not disqualify manuscripts generated from those abstracts from consideration for publication simply because of their length and 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 RESEARCH REPORT / RESEARCH ABSTRACT FOR ACVIM FORUM SUBMISSION

You MUST use the template available at www.ACVIMForum.org. If you don’t use it your abstract WILL be rejected.

Typing Instructions for Abstract Form:
• 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 Times New Roman 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 may be grounds for abstract rejection.
• Modifications to your submission may be made through the submission site until the deadline.
• Abstracts may not be corrected after the 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 will be rejected based on formatting.
• You may wish to consider limiting your submission to 250 words if you plan to submit your data as a full length manuscript to any journal other than JVIM in the future.

Title:
• Make the title brief, clearly indicating the nature of the investigation.
• CAPITALIZE THE ENTIRE TITLE.
• Do not indent the 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/publication, 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 subtitles, (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?
Address any questions to Ivy Leventhal (Ivy@ACVIM.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 Times New Roman 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 may be grounds for abstract rejection. |
| Modifications to your submission may be made through the submission site until deadline. Abstracts may 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 will be rejected based on formatting. You may wish to consider limiting your submission to 250 words if you plan to submit your data as a full length manuscript to any journal other than JVIM in the future. |
| Make the title brief, clearly indicating the nature of the investigation. Abbreviations should be avoided in titles. |