



ACVIM FORUM

As far as you want to go.

ACVIM GUIDELINES FOR RESEARCH REPORTS/ABSTRACTS

RESEARCH REPORT SUBMISSION DEADLINE – 11:59 PM MST, DECEMBER 1, 2009

RESEARCH ABSTRACT SUBMISSION DEADLINE – 11:59 PM MST, JANUARY 6, 2010

ONLINE SUBMISSION REQUIRED

www.ACVIMForum.org

Abstracts may be submitted for consideration in the research report category (25-minute presentation) if presented by an active researcher in the field. PhD candidates, post-doctoral students, and young faculty may be considered, but Candidates and other residents may not present in this category. If a research report is not accepted, the submission form will provide an option for you to have the abstract considered for presentation as a research abstract (15-minute presentation) instead.

SUBMISSION DEADLINE: DECEMBER 1, 2009.

All research **reports** are presented in oral presentations and are scheduled by the 2010 ACVIM Forum Program committee.

Anyone may submit abstracts to be considered in the research abstract category. ACVIM Candidates may be eligible for award. Awards will be given to selected research abstract presenters (or poster authors) who are active residents in an approved ACVIM training program, or who have completed an ACVIM approved residency within the last 6 months but are not yet ACVIM Board-certified. These abstracts will be judged on the quality of both the research and oral or poster presentation.

SUBMISSION DEADLINE: JANUARY 6, 2010.

Two types of research abstract communications will be available:

- Oral presentation, strictly limited to 12 minutes with 3 additional minutes for questions.

- Posters (4' × 8' in dimension), available for viewing throughout the meeting. During specified periods the posters must be attended by one or more of the authors to answer specific questions. If the poster is entered in the ACVIM resident 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. **Note:** Abstracts that exceed the length limit will not be considered. Excessively poor grammar or clarity of writing may be grounds for abstract rejection.

Submissions received by the ACVIM will be reviewed according to subject categories for scientific content, experimental design, 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 that present data “fractionated” into two or more abstracts when they could be combined into one 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.

No abstract may be submitted that will have been submitted as a full-length publication before the abstract submission deadline of January 6, 2010. Abstracts that have been published as an abstract and/or presented elsewhere within the 9 months previous to the 2010 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 (e.g. *JAVMA*, *AJVR*) limit the length of previously published abstracts to 250 words. Abstracts conforming to the ACVIM guidelines and published in the 2010 ACVIM Forum Proceedings and the *Journal of Veterinary Internal Medicine (JVIM)* that are longer than 250 words might therefore preclude publication of the abstracted material in those scientific journals. 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 proceedings of the ACVIM Forum and in *JVIM* there is no need to obtain prior permission from the editors of *JVIM*.

Deadline: All submissions must be made online using the ACVIM electronic submission form found under the Research Abstracts link at www.ACIVIMForum.org.

Research Reports must be submitted by **11:59 pm MST, December 1, 2009** to be considered for presentation. The online submission form will be deactivated as of 12:00 am MST, December 2.

Research Abstracts must be submitted by **11:59 pm MST, January 6, 2010** to be considered for presentation. The online submission form will be deactivated as of 12:00 am MST, January 7.



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Typing Instructions for Abstract Form:

- 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 December 1.
- If you need to make minor corrections to a submitted abstract after December 1 please e-mail them directly to Ruth@ACVIM.org. Reference your abstract title in any correspondence. Abstracts may not be corrected after February 15, 2010 and no corrections that may alter the overall acceptability of the abstract will be accepted.

Margins:

- The entire abstract (including title and authors) **MUST** fit within the following margins on 8 ½” x 11” paper: **top, 3”**; **bottom, 2”**; **left 1.5”**; **right 1.5”**.
- If you are submitting your manuscript in A4 size format, please adjust the margins to the equivalent above.
- Paragraphs within abstracts must be single spaced, no less.
- Use full justification so that text is flush with both left and right margins.
- Abstracts that do not fit within these guidelines will be rejected based on formatting.

Title and Authors:

- Make the title brief, clearly indicating the nature of the investigation.
- CAPITALIZE THE ENTIRE TITLE.
- The name of the author presenting the paper must be underlined.
- State each author’s name and institutional affiliations (including city and state). If no institution is involved, give the city and state.
- **Omit degrees, titles, institution appointments, street address and zip code.**
(*example*): USE OF ASPIRIN FOR TREATING HEART ATTACK IN DOGS. PJ Smith, R Johnson, CK Hilfiger. Denver University College of Veterinary Medicine, Denver, CO.
(*example of authors at multiple institutions*): USE OF ASPIRIN FOR TREATING HEART ATTACK IN DOGS. PJ Smith¹, R Johnson¹, CK Hilfiger². 1. Denver University College of Veterinary Medicine, Denver, CO. 2. Pacific Veterinary College, Pacific, WA.
- Do not mention support of work for a research grant.
- The Title and Author information must be included with the text and must fit within the margins specified above.

Content:

- Do not indent the title.
 - Indent each paragraph three spaces.
 - 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.
 - 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 Ruth Schoonover (Ruth@ACVIM.org).

THIS IS A SAMPLE OF CORRECT FORMATTING FOR A RESEARCH REPORT OR RESEARCH ABSTRACT. R. Schoonover, M. Rhysling, J. Green. American College of Veterinary Internal Medicine, Lakewood, CO.

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