# 2018 ACVIM Forum Guidelines for Research Reports / Research Abstracts

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<td>Required</td>
<td>Not Allowed</td>
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<td>Not allowed</td>
<td>No</td>
<td>25 minute oral</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>By June Early View &amp; July/August Issue</td>
<td></td>
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<tr>
<td>Research Abstract</td>
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<td>Not required</td>
<td>Allowed</td>
<td>Possible</td>
<td>Allowed</td>
<td>Yes</td>
<td>15 minute oral or ePoster</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Only oral session presenting in, and exhibit hall. Must register for full ACVIM Forum access.</td>
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RESEARCH REPORT & RESEARCH ABSTRACT SUBMISSION DEADLINE – JANUARY 23, 2018

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.

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.

PRESENTATIONS ARE SCHEDULED THURSDAY THROUGH SATURDAY. You must be available to present on these days.

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.

RESEARCH ABSTRACTS

Submitter Requirements:

- Anyone can submit abstracts to be considered in the research abstract category.
- ACVIM Candidates may be eligible for one of three awards. Only one award allowed.
  - 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 (at time of submission), 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.
  - Early Career Clinical Oncology Research Abstract Award:
    - Awards will be given to selected oral or poster research abstract presenters.
    - Requirement for award consideration:
      - ACVIM candidate in an approved oncology ACVIM training program, or within 2 years of finishing (at the time of ACVIM Forum), but are not yet (by time of ACVIM Forum) ACVIM board-certified.
      - Research should have been started during residency.
• Clinical based research (not benchtop), including epidemiology and retrospective studies.
• Abstracts will be judged on the quality of both the research and oral or poster presentation.

♦ Cardiology Research Abstract Award.
  ➢ Awards will be given to selected oral or poster research abstract presenters.
  ▪ Requirement for award consideration:
    • Active resident in an approved cardiology ACVIM training program, or completed an ACVIM approved residency within the last 6 months (at time of submission), 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).
  PRESENTATIONS ARE SCHEDULED THURSDAY THROUGH SATURDAY. You must be available to present on these days.

- Poster, available for viewing throughout the meeting.
  Beginning this year ALL POSTERS WILL BE PRESENTED ELECTRONICALLY.
  The ePoster will be an electronic facsimile replicating what a physical poster would look like.
  Access will be through small galleries located inside and outside the Exhibit Hall, and through the use of the mobile app, where posters can be viewed digitally.
  There will be gallery theatre areas where every poster presenter will be given 15 minutes for Q&A sessions regarding their poster.
  We will have a limited number of boards available in the Exhibit Hall for physical posters that poster presenters will sign up for through the ACVIM office on a first come, first serve basis. An ePoster is still required.

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. No discount on registration.

All submissions must be made online using the ACVIM electronic submission process.

• 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 ≤ 8, out of a total possible score of 20, by at least 2 reviewers do not meet the ACVIM minimum standard and are subject to immediate rejection.

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.

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.

**TITLE AND AUTHOR INSTRUCTIONS FOR YOUR ABSTRACT FOR ACVIM FORUM SUBMISSION**

**Author(s):**
- Enter each author’s name and institutional affiliations (including city and state). If no institution is involved, give the city and state.

**Title:**
- 15 words maximum. Clearly indicate the nature of the investigation.
- Abbreviations should be avoided.
- Use Mixed Case for the Title.

**PREPARING YOUR ABSTRACT FOR ACVIM FORUM SUBMISSION**

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

**Typing Instructions for Abstract Entry:**
- Do NOT include author and institution information. You will be able to enter this information online when you submit the abstract.
- Do NOT include the title. You will be able to enter this information online when you submit the abstract.
- 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.
- Line spacing is single.
- One blank line between paragraphs.
- **No Word limit.** You might want to consider limiting your submission to 250 words, or what can fit on an 8½” x 11” page, if you plan to submit your data as a full length manuscript to any journal other than JVIM in the future.
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 application.
- 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@ACVIM.org).

Abstract Sample (Do not enter title or author details.)

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.

Line spacing is single. One blank line between paragraphs. 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. No word limit. You might want to consider limiting your submission to 250 words, or what can fit on an 8 ½” x 11” page, if you plan to submit your data as a full length manuscript to any journal other than JVIM in the future.