HOW TO USE THE ACMQ ONLINE ABSTRACT SUBMISSION SYSTEM

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NOTES

1. The abstract submission deadline is 11:59 pm EST, Monday, December 3, 2018.
2. There are two 75-minute, concurrent oral paper sessions *tentatively* scheduled for Saturday, April 13, 2019. These sessions will include presentations derived from the top-ranked abstracts following review. An author must register and present a 12-minute session (you will have 10 minutes for the lecture and two minutes for Q&A). If you are not selected for an oral presentation, you will still be eligible for a poster presentation.
3. ACMQ does not permit posters to be displayed without at least one author in attendance at the annual meeting. One or more authors of an accepted physical poster must register, attend in person, and present a short (approximately five-minute) presentation to the poster judging committee during the scheduled poster session.

SUBMITTING AN ABSTRACT

1. <u>Do not include author names in the submission title, or body of your abstract</u>. Authors and affiliations are entered separately in the process.

2. For each abstract you submit (for both oral and poster presentation), you MUST use the online submission system and it must be entered in the text field available. *A Word document abstract sent by email will not be accepted.* It is advisable to create the abstract first in Word or a similar program, then cut and paste your abstract as plain text into the field of the submission form.

3. If you are submitting more than one abstract, you can use the same email address and password for each abstract.

4. Abstracts are required for all presentations (oral and poster) and MUST be submitted using the text field in the application system.

5. Each abstract must NOT exceed 450 words (including references). If you try to submit more than 450 words, the system will notify you that you have exceeded the limit and will only accept the first 450 words. The title does not count against the 450-word limit

6. Both NEJM or JAMA formatted references are acceptable, but should be kept to a minimum, as they count against your total word limit.

7. Please use the standard scientific format of Purpose, Methodology, Results, Conclusions, and no more than four (4) references.

8. **If the abstract has been submitted for another meeting and has been accepted it will not be acceptable for ACMQ**. If the abstract was rejected or has been amended with new information since a previous presentation, it will be acceptable.

9. Abstract Categories: Individuals are invited to submit abstracts that relate to the field of medical quality. Abstracts are generally drawn from the following areas: Leadership, Professional Development and Education, Organizational process improvement, Clinical Issues in Quality, Scientific Theories Regarding Quality, Socioeconomic and/or ethical issues, or other advanced topics in Medical Quality.

    When submitting, please categorize your abstract according to the following categories:

    - **Descriptive innovation:** Description of a new model or innovation to improve quality or safety.
    - **Report or case study:** Similar to a case report in clinical medicine, this can be a report of a demonstration, perhaps use of a national database to improve care, increase safety, etc. *Example:* Use of NSQIP data to decrease ventilator days and pneumonia in the ICU (2014 abstract)
    - **Descriptive analytic study:** Analysis of a population of interest using statistical methods to uncover variations in care, quality, or safety. *Example:* Health outcome disparities and utilization among U.S. children with abdominal pain at major emergency departments. (2014 abstract)
    - **Comparative Study:** A study with or without intervention that compares two (or more) groups. *Example:* Improved prenatal and postpartum visit compliance and breastfeeding rates in pregnancy texting program participants. (2014 abstract).

THE SUBMISSION PROCESS

Go to the 2019 abstract submission website: https://app.oxfordabstracts.com/stages/673/submission. To log-in as a registered submitter (not a new submitter), enter your email address and the password you chose when you registered with the system.

When you click the "log in" button, you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system, you should click the following link: "Click here to submit a new abstract."

Submitting an abstract is a multi-step process. Each step asks several questions:

Step 1: Enter the title in the Title field on the submission form, *but do NOT use all uppercase letters for the title*. Cut and paste the body of the Abstract into the provided field, with no more than 450 words (including references). The title does not count against the 450-word limit. Please note that some scientific symbols may not upload correctly into the form and so you may have to

write the name of the symbol in full, for example "beta" instead of β. Remember, what you submit will be printed as is, so please have a colleague proofread your final abstract before cutting and pasting it into the system and submitting.

Step 2: Some questions are marked "Required". We cannot accept your abstract until these questions have been answered. If you do not know the answer to a question, you can skip the question and return on a later occasion to complete it.

Step 3: The final step: once you have completed this step, click the "Finish" button. If you have answered all the mandatory questions, including those related to Conflict of Interest, your abstract will be assigned a reference number and you will receive an email confirming successful submission. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you complete all questions.

Note: To ensure compliance with ACCME standards for full disclosure of commercial conflicts of interest, presenters of abstracts selected for oral presentation are required to complete a disclosure form and provide a current CV. The ACMQ executive office will provide details to oral paper presenters on how to satisfy this reporting requirement at the conclusion of the selection process.

AMENDING A SUBMISSION

If you wish to change your answers to some of the questions on the submission form, or even to change the abstract itself before the submissions deadline, you will need to:

1. Log into the submission system.

2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change. In addition, if you end up on the page to submit a new abstract, there is a green button at the top entitled "Amend A Previous Submission." You may use that to go to your draft submission.

3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you don't want to.

4. If you want to change your abstract, either edit it directly OR delete the abstract in the system and cut and paste the updated version as you did initially. If you don't want to change the abstract, just press "Next" to bypass this step.

5. When you reach the final step and press "Finish," you will be sent an email confirming that your abstract has been amended (provided you have answered all the mandatory questions).

WITHDRAWING AN ABSTRACT OR PROBLEMS

If you wish to withdraw an abstract, or if you have problems submitting an abstract, please email info@acmq.org.