8th Annual Medical Student Summer Research Forum

Abstract Submission Information

Intent to Participate Deadline November 15, 2009
Abstract Submission Deadline: Friday, December 18, 2009

Send your abstract via email as an attached Word document to
Mary Temby, mctemby@wisc.edu.

Who can present

Second year medical students who conducted summer research through the Shapiro and Surgery T35 summer programs are required to submit an abstract of their work and to present at the annual Student Research Forum to be held on Tuesday, January 19, 2010. Other second year medical student who participated in summer research externships at the UW or other institutions during the summer of 2009 are also encouraged to present their work at the Forum. All students who want to present at the Forum must submit an “Intent to Participate” Form posted at:
http://www.med.wisc.edu/education/md/curriculum/student-research-forum-intent-to-participate/25341

Podium or Poster Presentation Choice

Students can choose to give a 10 minute podium presentation (followed by 5 minutes Q and A) or to prepare a poster for the Forum Poster Session. An abstract must be submitted for either type of presentation and will be published in the Forum program booklet. Abstracts submitted by students who indicate a preference for an oral presentation will be reviewed for approval. The number of oral presentations is limited to 15. Students who are not accepted to give oral presentations are expected to present a poster.

Format Instructions and Submission Deadline

Students should follow the instructions and guidelines below for the format of the abstract and submit an electronic copy of their abstract by Friday, December 18, to Mary Temby, mctemby@wisc.edu. Abstracts that do not follow the format will be returned for revision.

Contact the program coordinator, Lynne Cleeland by email at lmcleela@wisc.edu if you have questions or need assistance with the abstract submission process.

Please read these instructions carefully and use the blank abstract template document to write your abstract.

1. Type your abstract single-spaced in a Word file to fit the following specifications (the template is set up with correct margins and font):
   - Top Margin - 1 inch; left & right margins 1.25 inches; Do not right justify. Use 11 point, Times New Roman font.
● 38 lines of type, maximum, for the body of the abstract including the spaces between the subheadings (the line limit does not include Title, Authors, Department, Mentor, Support)

2. Use the following format (including the headings) at the top of the page, exactly as outlined below. The Abstract Template document is set up to make this easy for you.

**Title:** CAPITALIZE AND BOLD THE ENTIRE TITLE. Keep the title short, to the point, and informative

**Authors:** Your name first in bold- first name last name and degree (no periods), followed by names of other authors with their correct degree(s). Other authors includes your faculty mentor and may also include other members of the research team

**Department:** List the department and/or center where you conducted your work

**Mentor:** List your primary faculty mentor, including name followed by correct degree(s)

**Support:** List all sources of your funding support (SMPH Shapiro Program, department, society, investigator grant, etc)

3. **Body of Abstract.** Organize the body of the abstract using the following bolded headings at the start of each section:

   - **Background** - Describe the background and significance of the research to be presented. Statement of the aim or hypothesis of the study, which is usually brief.

   - **Methods** - a brief description of the methods used in the research

   - **Results** - Presented in sufficient detail to support the conclusions. Do not use graphs, charts, illustrations in the abstract. Results must be stated. It is not enough to state that other results will be presented.

   - **Conclusions** - Briefly discuss the conclusions and future studies

Do not exceed 38 lines for the body of the abstract including a space between subheadings. Ideally your abstract should be in the range of 300 words.

You may include references if you have not exceeded the line limit.

**REMEMBER:**

- Use standard abbreviations. When using abbreviations, spell out in full the first mentioned, followed by the abbreviation in parentheses. Do not use abbreviations in the title.
• Have your mentor read and approve your abstract.

• Save your abstract as a Word file using your last name, first name.

• Spell check! Grammar check! Abstracts are published in the program booklet as they are submitted.

What if you if your work is “in progress” and/or you don’t have data to analyze?

The forum is meant to be educational, so demonstrate what progress you made and what you learned from doing research.

For work that is still being done, the same general guidelines should be followed. Report what data you actually have.

Don’t write Results for work that has not been done.

For work that hasn’t been done, write about how the work will be done and its importance. Focus more on methods and background.

Use the Conclusions section to discuss next steps, future directions or modifications of the study. If you spent most of your time preparing to do research (e.g. perfecting a lab technique or writing an IRB proposal), you could prepare a poster or talk that describes what you did and how your work contributed to the advancement of the study.