

# ABSTRACT SUBMISSION GUIDELINES, COMPONENTS, AND INSTRUCTIONS

## Submission Guidelines

- Abstract application will not be accepted if it is determined that the purpose, findings, and/or conclusions are promotional in nature.
- Incomplete applications will not be accepted and reviewed.
- Provide as much information as possible and follow the submission instructions. This will help maximize the chances of acceptance and ensure the abstract meets the standards set by the FAFP.
- Primary authors may only submit one (1) application/abstract for review and approval
- Secondary authors can present as a secondary author

## Submission Components and Instructions

To ensure a smooth and successful submission, the following guidelines must be followed and must include the following information:

### SUBMISSION CATEGORIES:

1. Topic/Disease Categories
2. Categories Based on *Type of Work*
  - Completed Research
  - Research in Progress
  - Quality Improvement/Patient Safety Project
  - Case Report

### Primary Author Status:

- Active Physician
- Resident
- Student

1. Maximum of **150 characters** for the title
2. Maximum of 2,500 characters of project excluding references
3. Tables and charts limited to **three (3)**
4. Background, Hypothesis, Design, Subjects, Setting with descriptions listed
5. Methods (include statistical analysis, measurement techniques, confounding factors)
6. Outcome measures (refer to the specific, measurable results or effects that are evaluated to assess the success or impact of the work being presented; These measures help to quantify the effectiveness of an intervention, treatment, or process improvement.)
7. Discussion (include summary, study limitations, relevance of project to family medicine & conclusions)
8. Results (refer to the findings or outcomes derived from the work being presented, whether it be research, a case report, or a quality improvement project. The results section provides a concise summary of the key data that emerged from the study or project.)
9. Conclusions (final section that summarizes the implications of the results or findings and their relevance to the field as well as any final learning points)