

Department of Internal Medicine  
34<sup>th</sup> Annual Yash P. Kataria Research Day

## ABSTRACT INSTRUCTIONS AND GUIDELINES

Deadline for submissions: Tuesday, January 28, 2020 @ 5:00 p.m.

- Submit all abstracts by email to Cindy Kukoly, [kukolyc@ecu.edu](mailto:kukolyc@ecu.edu).
- Abstracts must conform to the following instructions and be submitted on the 2020 abstract form.
- Fellow, residents and students need to include mentor information on the abstract form and cc: the mentor on the email at the time of submission.
- A sample abstract is provided.
- Forms can also be downloaded from the Internal Medicine website under Research.

PLEASE NOTE: You may not alter the format, textbox size or font type/font size in any way.  
Failure to follow formatting instructions may delay abstract acceptance or disqualify your work.

### Formats: (please see sample abstract)

#### Research:

**BACKGROUND AND OBJECTIVES** (a brief statement giving the rationale for your project)  
**METHODS** (the methods used in the study)  
**RESULTS** (a summary of your results/findings)  
**CONCLUSIONS**

#### Clinical Vignettes:

**LEARNING OBJECTIVES** (emphasize the importance of the case)  
**CASE INFORMATION** (brief description with salient features)  
**SUMMARY** (highlight important facts and teaching points)

► **Font and Size:** Paste or type abstract into the textbox on the abstract submission form. See the example form as a guide. Use Arial font, 9-point type. If your abstract contains Greek symbols, superscript and/or subscript characters, tables and/or graphs, please enter them exactly as they are to appear so that formatting will be retained.

#### ► **Title and Authors:**

- The title should be brief, clearly indicating the nature of the study.
- Do not use abbreviations in the abstract title.
- **BOLD AND CAPITALIZE ENTIRE TITLE.**
- Authors' names should appear as initials then last name (ex., SB Perkinson).
- Underline presenting author only.
- **Omit** department affiliation and degrees.
- All authors should have participated in the study and reviewed the abstract prior to submission.

#### Skip a line between the title and body of the abstract

Check spelling and grammar; accepted abstracts will be printed as submitted.

► **Body:** Note: the body of the abstract is dependent on whether **RESEARCH** or **VIGNETTE** (see above).

#### ► **Abbreviations:**

- Abbreviations should conform to the *Style Manual for Biological Journals* (American Institute for Biological Sciences, 3900 Wisconsin Ave., Washington, DC 20016).
- Place nonstandard abbreviations in parentheses after the full word the first time it appears in your text. Do not use abbreviations in the abstract title.

#### ► **Submission.**

- Be sure to complete all other required information on the form.
- Save document as "**AbstractYOURLASTNAME.doc**," (ex., AbstractPERKINSON.doc).
- Email completed form to [kukolyc@ecu.edu](mailto:kukolyc@ecu.edu). You will receive a confirmation of receipt for your submission within 48 hours. If you do not, please call **Cindy Kukoly** at **744-2962**.
- All future communication regarding the program (i.e. confirmation, presentation times) will be directed to the presenting author.
- All abstracts submitted will be reviewed by the research committee and you will receive a second notification concerning acceptance for presentation.