



2022 APPD Spring Annual Meeting | May 16 – 19, San Diego, CA

Submission Guidelines: Educational Scholarship & Quality Improvement Abstracts *(including posters)*

Abstract Title

The title should be brief, but long enough to clearly identify the nature of the study. Use uppercase for the first letters of nouns, pronouns, verbs, adjectives, and adverbs. Use lowercase for conjunctions, coordinating prepositions, and articles.

Abstract Body

The body of an abstract may not exceed 2,600 characters including spaces. Word count does not include the author information or title (only body). Abstracts must be entered single-spaced with no indents or bullets. Do not include the names of the authors in the body of the abstract. For best results enter the abstract as plain text and use the formatting and special character tools available within the program. Please check your abstract carefully for typographical errors, and grammatical errors such as misspellings and poor hyphenation. Such errors become glaringly obvious in the published abstract.

The body of the abstract should be organized as follows:

- A sentence stating the study's objectives.
- A brief description of methods.
- A summary of the results.
- A statement of conclusions. Do not state simply the "the results will be discussed."

Completeness of Data

The abstract should include all study outcome results. We strongly encourage data to be included with submission.

Graphs and Charts

Published abstracts will not be reproduced in color, so any graphic must be legible and understandable when printed in black and white. Graphics cannot exceed 3.25 inches, or 8 cm in width, and must be submitted in .pdf format in one file.

Abstract Topic Categories

Submitted abstracts should be related to the field of pediatric medical education. Original research should focus on medical education, curriculum, educational scholarship. Topic categories include, but are not limited to:

- Adaptations to Virtual Learning Environment
- Diversity and Inclusion
- Faculty Development and Support
- Program Accreditation and Evaluation
- Programmatic Innovations
- Recruitment
- Support, Teaching and Remediation of Professionalism
- Trainee and Faculty Educational Scholarship
- Trainee Assessment and Remediation
- Trainee Education
- Wellbeing
- Workforce Issues

Abstract Confirmation

A confirmation of your submission including your abstract as it will appear if accepted will be sent to the email address belonging to the APPD account used to create the abstract. Please review the abstract to ensure its accuracy. If you do not receive a confirmation upon submission, please check your spam folder. If you still have not received a confirmation email, please contact info@appd.org.

Review

The abstract review process utilizes a blind grading system and demographic information collected from the corresponding author will not be considered in the review process. Authors should be cautious in using institutional references in the body of the abstracts. Do not put author names or affiliations within the abstract title or the abstract body section. Abstract Notification: The Main Author of the submission will be notified of the Program Committee's decision.

Registration

Presenters of accepted abstracts are required to register for and attend the meeting. If the Main Author is not able to attend, a registered co-author may present.

FAQS

Please Note: Multiple abstracts may be submitted, but you must complete or log out of one abstract before you can begin another. You may not enter multiple abstracts simultaneously.

Can I submit an abstract if it has already been presented at another national meeting?

Yes

Can I submit an abstract if it has already been published in a journal?

Yes

How do I save my information if I can't complete the abstract in one sitting?

As soon as you have created your abstract in the submission portal, the program is ready to save your abstract information. Information is saved as you complete each step and use the button at the bottom of each screen.

What if I forget my password?

You can reset your password from the submission portal login-in page by selecting "Having trouble logging in?" and entering the email address associated with your APPD account. If you need help accessing an abstract you have begun but not completed, please email info@appd.org with the last name of the Main Author and the abstract title. Please note that there may be a delay in responding to such inquiries.

What if I find an error in my submitted abstract?

If you find an error prior to the submission deadline, please email info@appd.org with the last name of the Main Author and the Abstract ID in the subject line. We will "unsubmit" your abstract so that you can correct it and resubmit it before the deadline. If you find an error after the deadline, please email info@appd.org with 'ABSTRACT CORRECTION' and the abstract ID in the subject line and we will review your situation with you.

I don't know which version of my abstract was submitted and I can't find my confirmation email.

You can retrieve a copy of your submitted abstract by logging in to the abstract submission portal with your APPD account and then select the Print or Email option after clicking on the link with your abstract title.

How will the author's information appear?

For abstracts with more than one author, if the Institution, City, State and Country are the same, that information will appear once at the end of all the listed names. Any consecutive identical information will appear only once. Do not include authors names in the body of an abstract.