PHARMACY PRACTICE RESEARCH

Guidelines for Research Abstract Submissions and Selected Presentations
Part I: Information for Submissions (September 2016)

Canadian Pharmacists Conference 2017
Quebec City, QC
June 2-5, 2017
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INTRODUCTION

The Canadian Pharmacists Conference 2017 is an opportunity for pharmacists from across Canada to network with colleagues and to share new and exciting ideas, research and innovation. Research posters and oral research presentations at the Canadian Pharmacists Conference provide an opportunity for members of the pharmacy community to engage in sessions that promote evidence-based practice and decision-making.

The Canadian Pharmacists Association (CPhA) Conference Committee invites you to submit abstracts to be considered for presentation during the Canadian Pharmacists Conference in Quebec City, QC, June 2 to 5, 2017.

ABSTRACT TYPE

The Canadian Pharmacists Conference would like to showcase the following types of presentations:

Original Pharmacy Practice Research presentations
Abstracts for research that focuses on the assessment and evaluation of pharmacy practice. Can include studies that evaluate pharmacists' roles in a variety of capacities, including systems research, patient-centred research and community based research that encompasses a variety of determinants of health and their influence on patient outcomes and population health. Pharmacy Practice Research can encompass large-scale, multi-site projects and/or small-scale quality improvement initiatives undertaken to improve understanding of local or practice-specific issues.

Encore Pharmacy Practice Research presentations
Abstracts for Pharmacy Practice Research that has been published or presented at other meetings (e.g., local, provincial, national, international) between July 1 2016 to June 30 2017. All submissions must meet the same requirements as abstracts submitted for original pharmacy practice research; however, they are not eligible for any awards. Submissions will include the original citation.
ABSTRACT SUBMISSION GUIDE

When creating your abstract please ensure that you review the checklist below before submitting.

Requirements

✓ Each abstract must be submitted electronically though the English or French online Abstract Submission Form. The abstract should be submitted using the online form that corresponds to the language in which the research will be presented.

✓ Abstracts can contain a maximum 300 words (strictly enforced)

✓ Format the abstract using the following headings [they do not count towards the final word count], and each heading should be followed by a colon. Headings are strictly enforced:

  • Objective(s):
  • Methods:
  • Results:
  • Conclusions:

✓ Maximum of two presenting authors allowed. Presenters must be authors of the research. (Name, credentials, email address and biography must be provided for each presenting author.)

✓ Maximum of ten authors allowed, including presenting authors. (Name and credentials of each additional author must be provided.)

✓ You may indicate your preferred presentation format (oral or e-poster); however final decisions for presentation type rests with the abstract evaluation committee. Specific presentation requirements will be forwarded to presenting author(s) upon acceptance of their submitted abstract.

✓ Use a standard typeface such as Calibri or Times.

✓ Standard abbreviations may be used without definition (e.g. mMol/L), but nonstandard abbreviations must be placed in parentheses after the first use of the word in the abstract body. It is important to keep nonstandard abbreviations to a minimum; this allows ease of readability and understanding of the abstract. When presenting a medication, use only the generic name.

✓ Use past tense when describing what you have already done.

✓ Disclose if this research has been previously published in a journal or at a professional conference between July 1 2016 and June 30 2017, including relevant citation.
✓ **Be concise. Use short, direct sentences.** Vary your sentence structure to avoid choppiness. Read your abstract, or ask someone else to read it to you, to see if the abstract is appropriately fluid.

### Additional Guidelines

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<td><strong>Title:</strong></td>
<td>The abstract title conveys to the reader what the study is about. The title should not be misleading and must pertain to the research hypothesis, methods, results and conclusions of the study (e.g. “The impact of a pharmacist on the outcomes of condition Y” vs “Condition Y requires a Pharmacist”). The title may be in the form of a question or may be formatted to suggest the conclusions, if appropriate. A short, concise title is preferable as it may more easily catch a reader's attention. Do not use abbreviations in the title.</td>
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<td><strong>Objective(s):</strong></td>
<td>This part of the abstract should be limited to one to three sentences and include the rationale of your project. This section should state the problem you set out to solve or the issue you set out to explore and explain your rationale or motivation for pursuing the project.</td>
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<tr>
<td><strong>Methods:</strong></td>
<td>This section should include a concise description of the process by which you conducted your research. How did you go about solving the problem or accomplishing your objective(s)?</td>
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<tr>
<td><strong>Results:</strong></td>
<td>This section of the abstract should list the results or outcomes of the work you have done, and should be stated succinctly to support only the research conclusions made.</td>
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<tr>
<td><strong>Conclusions:</strong></td>
<td>The abstract should close with a statement of the project’s implications and contributions to its field. Do not restate results in this section, nor provide new information or conclusions not supported by data in the results section.</td>
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**DO NOT INCLUDE ANY OF THE FOLLOWING IN THE ABSTRACT:**

- **Do not** cite sources and don’t include long quotations. This type of material takes up too much space and distracts from the overall scope of your project.
- **Do not** include figures, graphs or tables.
- **Do not** submit abstracts that contain identical or nearly identical data from the same institution, or split data from the same work to create several abstracts.
- **Do not** begin sentences with numerals.
- **Do not** submit an abstract that has no results/conclusions. CPhA will not consider submissions that defer the reporting of results to the conference date unless special permission is received beforehand.
- **Do not** send an abstract until it has been proofread carefully (a case for not submitting at the last minute!). If your abstract is accepted it will be published as it was submitted.
PRESENTING AUTHOR RESPONSIBILITIES

- Ensure that all authors are listed on the abstract submission form and that all listed authors have reviewed the abstract, taken responsibility for its contents, and agreed to be listed as an author.

- Ensure that the abstract adheres submission requirements including formatting and author/presenter information. Abstracts not adhering to requirements will not be considered for acceptance.

- Ensure all information submitted in abstract is FINAL. No revisions can be made to submitted abstracts and author information can not be changed. All abstracts should be carefully written and edited prior to submission.

- Presenting author(s) must register for the conference. Single day registration is available. (Further direction regarding registration will be provided to successful presenting authors at the time of acceptance.)

- Presenting author(s) of abstracts selected for presentation are eligible for the following:
  - CPhA affiliates and associates whose abstract is selected for ORAL presentation will receive a 50% discount off one CPhA conference registration.
  - CPhA associates or affiliates whose abstract selected for POSTER presentation will receive a 25% discount off one CPhA conference registration.
  - NOTE: Only one presenting author for any abstract may receive a registration discount, and only one discount may be applied to a presenting author’s registration. Multiple discounts cannot be combined.

- It is the responsibility of the presenting author(s) to communicate all relevant information with the abstract authors.

- Expenses associated with the submission and presentation of the abstract are the responsibility of the presenting author(s).
IMPORTANT DEADLINES

- All abstracts must be submitted electronically by completing the appropriate online abstract submission form before **11:59 PM ET on Thursday December 15, 2016**. No abstracts will be accepted past this date.

- Selected presenting authors will be informed (via email) of acceptance by **Friday, February 24, 2017**.

- The conference will take place **June 2-5, 2017** in Quebec City, QC. Presentations (posters and oral) will take place at a dates & times to be determined within the conference.

REVIEW PROCESS

After the submission of your abstract, a review process will take place. The goal of such a process is not to set a competition for a limited number of slots but to ensure that all submissions meet minimum professional standards and reflect quality work. Such standards are reflected in these guidelines. This process review will be applied uniformly to all abstracts and stories.

The Canadian Pharmacists Conference’s policy is that all research abstracts are peer reviewed in a double blind manner, which means that reviewers of the paper won’t know the identity of the author and the author won’t know the identity of the reviewer. Originality of work, adequacy of data, and clarity of exposition are the determinants in the selection of abstracts. Make abstracts as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods, the results observed, and conclusions based on the results. Actual data should be summarized. Project results must be presented at this point - it is inadequate to state, “The results will be discussed...” or “The data will be presented...” at a future date. All research abstracts will be peer-reviewed by an abstract evaluation committee.

The CPhA Conference committee will determine the number of abstracts accepted and the format for the abstract presentation (oral or poster).

CPhA reserves the right to translate submitted abstracts if necessary for review purposes.
Evaluation Criteria for Research Abstracts

- Are the objective(s) clear?
- Are the methods appropriate to address the objective(s)?
- Are the results clear?
- Do the conclusions address the stated objective and are the conclusions supported by the results presented?

The most frequent reasons for rejecting an abstract include:

- Non-adherence to style guidelines, or unclear language
- No new information provided
- Preliminary work not yet finalized
- Promotional in nature
- Previously published without clear specification that this submission presents encore work (see guidance above regarding encore presentations)
- Duplicate of another abstract submitted, or splitting of data from one project into multiple abstracts

POSTER OR ORAL PRESENTATION DELIVERY REQUIREMENTS

- All posters will be presented electronically. (i.e. in e-format). Poster presenters will not be required to print their posters.
- All oral presentations will be delivered in Powerpoint or Prezi formats in 15 minute segments (10 minutes for presentation, 5 minutes for questions).
- All other information required to prepare and present poster and oral presentations will be made available to selected presenting authors at the time of acceptance.

AWARD INFORMATION

Each oral and poster presentation (except encore presentations) will be reviewed by three judges. The judges’ scores will be combined and averaged to determine a winner for each category (oral and poster). The winners of each category will be notified by email after the conference of their free non-transferable registration to next year’s conference.
ABSTRACT PUBLICATION

Presenting author(s) of selected abstracts will be asked to provide consent to CPhA to publish the submitted abstract and final presentation (e-poster or PDF of slide deck) in various digital and print forms including the Canadian Pharmacists Journal (abstracts only), the conference mobile applications (abstracts plus e-posters or slide deck pdf) and CPhA’s e-Poster library (abstracts plus e-posters).

CONFLICT OF INTEREST

To ensure balance, independence, and objectivity, you must disclose any conflict(s) of interest that may have a direct bearing on the subject matter of your presentation. This includes relationships with any company whose products or services are related to the subject matter of your presentation. This policy is not intended to prevent a presentation and information you disclose will not influence the review of your abstract. If you have no conflicts of interest to declare, please enter NA for not applicable.

CONTACT

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