

The process of submitting and presenting an abstract is an excellent opportunity for soliciting feedback and creating a dialogue with your colleagues regarding your current research. To increase the probability of selection of abstracts, please reference the suggestions and guidelines in this document.

This guideline is geared toward writing a **Research Report for CSM**, but note other types of abstracts are accepted for CSM (e.g. Special Interest Report, Case Study Report, or Theory Report).

Considerations before you start writing your abstract:

- A. First and foremost review and follow the guidelines set by CSM, failure to do so will result in a rejected abstract. Pay close attention to word limits and formatting instructions (CSM has a **3,125 character limit** for the text of your abstract submission. This includes spaces, but not authors or institutions). Refer to the Call for Abstracts and the Definitions of Abstract Categories on the CSM abstract submission site for more information.
- B. You will be graded on the following criteria:
 - 1) Scientific Merit
 - 2) Practicality
 - 3) Organization
 - 4) Presentation
 - 5) Technical Quality
- C. Specifically, the criterion will be graded by several reviewers as following and a composite score is calculated:
 - Outstanding**: very well conducted, very relevant to physical therapy science/practice, novel.
 - Good**: well conducted, relevant to physical therapy science/practice, some new information presented.
 - Average**: well conducted, fair relevance to physical therapy science/practice, limited new information presented.
 - Poor**: limitations in conduct of study, slightly relevant to physical therapy science/practice, does not provide new information
 - Unacceptable**

CSM Research Report Structure and Styling Checklist:

Research Report for CSM	
Title	<p><i>Should capture the essence of your project and should be conclusive rather than descriptive.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep it brief (limited to 15 words as a general guideline) <input type="checkbox"/> The title should be explicit in denoting the findings of the study
Purpose/Hypothesis	<p><i>Provide a brief description of the problem that is being investigated. This section should describe your research question or hypothesis. Make sure you have answered the following questions.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> What is the topic? <input type="checkbox"/> Why nobody else has adequately answered the research question yet? <input type="checkbox"/> What is the relevant content that supports the rationale of your study? <input type="checkbox"/> Formally state "The purpose of this study is..."
Number of Subjects	<p><i>Provide the number of participants and the sample tested</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of participants. <input type="checkbox"/> Brief description of the sample included in the study.
Materials/Methods	<p><i>Explanation of study design, to include description about participants, procedures, measures and statistical analyses.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> In the first sentence, identify the type of study; i.e. 'randomized control trial', 'cohort study', 'crossover study'. <input type="checkbox"/> Specific description of participants. <input type="checkbox"/> Specific description of procedures. <input type="checkbox"/> Specific details on outcome measures.

	<input type="checkbox"/> Specific details on statistical analyses, including statistical software package used
Results	<i>Outline each specific finding separately.</i> <ul style="list-style-type: none"> <input type="checkbox"/> State means with SEM or SD <input type="checkbox"/> Include the results of statistical analysis (For example, F and p-values) of the analysis if appropriate
Conclusions	<i>Major findings with interpretation and implications for your field.</i> <ul style="list-style-type: none"> <input type="checkbox"/> Use a final sentence that reads “In conclusion...”
Clinical Relevance	<i>State how the findings of your study will impact clinical practice</i>

Final Submission Tips:

- Proofread*—print your abstract and review it with a critical eye to ensure the absence of typographical or content errors.

Common Pitfalls of Unsuccessful Abstract Submissions:

- Using commercial names for therapeutic agents; always use generic names.
- Citing references in the abstract.
- Submitting duplicated work.
- Including the author’s degrees or titles.
- Including obvious information or redundant information in the background section, know your audience [e.g. physical therapists are familiar with the Berg Balance Scale].

Example of Successful Submissions at CSM:

http://www.apta.org/uploadedFiles/APTAorg/National_Conferences/CSM/Submissions/CSM2012_PosterExamples.pdf

This document is a compilation of guidelines and suggestions from professional experience and the following sources:

<http://www.centralstatesacsm.org/abstractsubmissionprep.html>

Nursing Symposium: Writing Good Abstracts

<http://www.easterbrook.ca/steve/?p=1279>

****Disclaimer:** Even if you follow these instructions there is no guarantee that your abstract will be accepted**