

# SPP Fall Meeting 2010

## Abstract Submission Instructions

### Banff, Alberta

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#### 1. Deadline:

Abstracts must be received no later than **Midnight, Friday, June 4, 2010 (PST, GMT -08:00)**.

#### 2. Submission Process:

The submission process is linked from the SPP website and can be accessed at:

<http://www.buildabyte.com/utilities/abstract.html>

**Submission instructions must be carefully followed.** The online submission will give you instant feedback that your abstract has been received. **If you do not receive email confirmation within 48 hours you must contact Carolyn Lane at USCAP immediately (706-733-7550).** Paper and email submissions will not be accepted. Start the process by downloading the "general instructions". Optional downloads include the "sample canvas" and "character checker".

**Step 1:** Create the abstract . There is only one box for the abstract body. Text within the abstract body that is regarded as "identifying the source" is to be marked by the author(s) by enclosing it with triple parentheses. Example: A series of 100 cases from the files of ((( The Antarctic School of Medicine))) was studied. The copy sent to the reviewers will be edited to: A review of the files of the \_\_\_\_\_ School of Medicine was done.

**Step 2:** Go to the online form and complete it.

**Step 3:** Contact Carolyn Lane at USCAP (706-733-7550) if you do not receive email confirmation within 48 hours (excluding weekends and holidays).

**3. Notification of Acceptance/Rejection:** Accepted abstracts will be posted on the SPP website when the review process is complete. An email to the membership will announce that the results are posted. The **primary contact** is the only person that will receive communication regarding this abstract. If you are a resident or fellow, you may list yourself as the **primary contact**, but remember to then fill in the box designating the senior author and/or sponsoring member. If your attending physician is listed as the **primary contact**, you must rely on them to forward communication about acceptance and presentation type to you.

#### 4. Format & Content:

**General Process:** You will create your abstract in your word processor and paste it into the boxes online form.

**Word processor:** The system has been tested with Microsoft Word (Windows), but is expected to work with other word processing programs and operating systems via the platform independent venue of the web.

**Page setup:** 8.5 x 11 page, left margin 1 inch, right margin, 4.25 inches (the goal is to create a column that is 3.25 inches wide). A "sample canvas" is formatted and available for download on the abstract site.

**Font:** Type is Times New Roman, size is 7 point. This is small, so you should use zoom when you work with it. "Page width" or about 300% zoom works nice.

**Formatting:** The published abstract will have the title and abstract headers bolded and the authors italicized, but the **copy you create will not use bolding or italics**. You are limited to upper and lower case and tabs in creating the document. Microsoft word tables, if used, will be reduced to tabbed text when you copy them into the boxes on the forms and web. In fact, all formatting but upper and lower case and tabs will be stripped when you copy and paste into the boxes. If you use something other than Times Roman 7 pnt, it will be converted to Times Roman 7 pnt on pasting into the box and your abstract appearance will change; so, build your abstract in Times Roman 7 pnt for a fluid process.

**Size:** The complete abstract (including title, authors, institutions, and body) may be a maximum of 2764 characters as determined by a character checker that is displayed above the abstract box in the online submission page. After pasting the text into the box, hit a key like "up arrow" to engage the checker. The number will change dynamically as you edit text in the box. Be careful if the display states "0" remaining characters. The end of your abstract may be chopped off. An offline version of the checker is available for download at the abstract site. Word processors have a "word count" function that will also give the "character count". MS Word ("Tools" tab > Word count) lists "with spaces" and "without spaces". Use "with spaces". In WordPerfect ("File" tab > Properties > Info) the only count offered is "without spaces", so add this number to the "word count" for an estimate. The word processor's figure will likely be smaller than the online character checker that also counts tabs and returns. The easy way to go is to make your abstract less than 2700 characters as determined by your word processor and it will likely be less than 2764 in the online checker.

**WSIWIG ((VERY IMPORTANT)):** Wsiwig (pronounced wissi wig) stands for "what you see is what you get". When you type your abstract as directed in your word processor, that is what it will look like on publication (except for the formatting that will be added as stated above). When you copy from your word processor **into the online form, expect that the appearance may change considerably, and do not try to make it look right in the online box.** Editing misaligned text in the online box is not necessary and may change your intended appearance. Your intended appearance will return when the text is captured by the server and processed.

**Header and Body** (below example is followed by details):

A New Small Blue Cell Tumor Defined By A Novel Translocation That Could Only Be Discovered  
In The Deepest Recesses Of The Lab

B Frank, IM Smart, RU Bizzy. Children's Hospital in the South, Sun City, TX

Background: Little has been done to understand ..... More and more and more and more and more and more and more and more and more and more.

Design: Probes were constructed from ..... More and more and more and more and more and more and more and more and more and more.

Results: The translocations were positive in ..... More and more and more and more and more and more and more and more and more and more.

Conclusion: Prognosis is in direct correlation ..... More and more and more and more and more and more and more and more and more and more.

**Title:** Use title case, no period at the end, no return at end

**Authors:**

- one or two initials followed by a space and the last name, no degrees like MD, PhD, etc
- no spaces between initials and no periods after initials
- commas between names and a period at the end of the name list
- no return at the end of the line

**Institutions:**

- a comma then a space follow the institution and each geographic identifier
- if a single institution is listed it is followed by a period
- for multiple institutions, each is separated by a semicolon and the list is terminated with a period
- no return at the end of the line

**Section Headers (Use is mandatory):**

- Each header (Background, Design, Results, and Conclusion) is followed by a colon and space and then the text for that section.
- At the end of each section, go to the next line (hard return).

**Content:** Abstracts must be succinct and contain factual and new information that has never been published or presented at another major meeting. **If controls are not clearly stated, it will be assumed that they were not done. This severely jeopardizes the chance of acceptance.** Generalities such as “results will be discussed” are unacceptable. Case reports are discouraged and will be considered only if they provide exceptional insight into a problem.

**5. Criteria for Scoring:** Papers will be accepted on the basis of scientific data, relevance to pediatric pathology, timeliness, and likelihood that they will stimulate discussion. Abstracts are blinded as to author and institutional affiliation and ranked by a panel of at least 6 reviewers on a scale of 1-5 according to the following six characteristics: 1) originality 2) importance 3) research design 4) data analysis 5) conclusions and 6) quality of writing. Accepted abstracts require an average score >2.5.

**6. Presentation Choice:**

- Platform presentations are 15 minutes (10 minute talk and 5 minute discussion).
- Poster discussions are 5 minutes long. One - two minute review of the poster and 3-4 minutes of discussion.

**7. Awards:** The Gordon Vawter Pathologist in Training Award honors the most meritorious platform or poster presentation by a trainee (medical student, resident, or fellow in pathology or pediatric pathology). The work must be substantially that of the trainee. Authors who wish to be considered for the award must **check the appropriate box** on the abstract form. The Harry Neustein Memorial Award honors commendable work in the application of electron microscopy or new/novel technology to the study of pediatric and/or developmental pathology. The Abstract committee members select eligible abstracts; the winner is chosen by the Awards committee.

**8. Sponsorship:** All abstracts must be ‘signed’ by a member of the SPP. This individual can either be an author or sponsor. The senior author must attest to the originality of the abstract.