

## APMA Call for Abstracts Guidelines

The APMA 2019 [Annual Scientific Meeting](#) (The National) will be held July 11–14 at the Salt Palace Convention Center in Salt Lake City. If you would like to share your research expertise on a topic relevant to caring for the foot and ankle to attendees, **thoroughly read the guidelines prior to completing a submission.**

### ABSTRACT GUIDELINES

#### Policies Governing Accepted Submissions

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- All abstracts must be submitted by the **January 25, 2019** at 11:59 p.m. EST. Extensions will not be granted. Please review the [submission checklist](#) prior to your submission.
- All submissions must have **at least one** podiatric physician listed as an author.
- **All podiatric physicians and podiatric medical students listed as authors must be APMA members in good standing.** Please note the following:
  - If the podiatric physician listed as an author is not an APMA member, the podiatric physician must join APMA or be removed from the abstract. Please refer to the [membership information](#) on APMA.org to join or reactivate your membership.
  - If the podiatric medical student listed as an author is not an APMA member, the podiatric medical student must [opt in to membership](#).
- Once an abstract is accepted, additional authors *cannot* be added.
- A presenting author must be selected at the time of submission.
- Research must be completed at the time of submission.
- Industry-sponsored abstracts can be submitted for consideration. An abstract is considered industry-sponsored if any of the following conditions exist: grants, research support, consultant status, stock (or stock options) shareholder status, honoraria, or other financial or material support from industry. These abstracts will be considered for poster presentation only and will not be eligible for the APMA Abstract Competition. A \$250 submission fee is required. The **only exception** to this rule is for material support of abstracts with a student or resident as the primary author. Abstracts with a student or resident as the primary author that receive material support or in-kind donations from industry *are* eligible for the APMA Abstract Competition and are not required to pay the \$250 fee.
- Abstracts *should not* be commercial in nature or overtly promote any product.
- Encore abstracts will be considered.

A PDF of accepted poster is required for review and must be submitted online by **May 14, 2019** at 11:59 p.m. EDT. Extensions will not be granted. Instructions for uploading your poster PDF will be provided in the APMA 2019 Abstract Submission Acceptance Notification e-mail.

## Abstract Submission Process

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The submission form includes the following sections:

- **Presentation Consideration Type**

Abstracts may be submitted will be considered for poster presentation.

- **Study Design**

Acceptable study designs include case series (including case report), cohort study, cross-sectional, meta-analyses/systemic review, prospective controlled trial, retrospective review, and qualitative survey.

- **Title**

The abstract title must be concise and define the topic clearly. The title of the abstract *cannot* be changed after the abstract is submitted because the title will appear in the abstract booklet as it is entered on the submission form.

- **Abstract Body**

The body of the abstract is limited to 300 words (not including spaces) and should only contain the introduction/purpose, methods used, results found, and conclusion.

- **Learning Objectives**

At least three learning objectives must be provided. A learning objective is a written, explicit statement that indicates what the participant is expected to accomplish upon completion of the oral abstracts session or poster abstracts symposium.

- **Author Name(s)**

*Primary Author:* The primary author is the lead author of the abstract. Notification of acceptance or rejection of an abstract and future correspondence will be made to the author identified as the primary and corresponding author. The primary and corresponding author should keep all other authors informed of any abstract correspondence or changes.

*Corresponding Author:* One of the authors must be identified as the corresponding author. Notification of acceptance or rejection of an abstract and future correspondence will be made to the author(s) identified as the primary and corresponding author(s). The primary and corresponding author(s) should keep all other authors informed of any abstract correspondence or changes.

*Co-authors(s):* A co-author is an author who has assisted with the research of the abstract. All of the co-authors involved with the research should be listed. There is no limit to the number of co-authors whose names can be added.

*Presenting Author* (poster abstracts only): To be eligible for the APMA Abstract Competition, one abstract author must be selected as presenting author and in attendance during the poster abstracts symposium on Saturday, July 13. More than one author is allowed to present a poster, however, only one complimentary meeting registration per abstract is offered. Poster abstracts will be removed from the APMA Abstract Competition if the presenting author does not attend the poster abstracts symposium at The National.

- **Charts, Graphs, and Tables**

Charts, graphs, and tables can be uploaded to provide additional research information or findings.

- **References**

Where applicable, a list of references must be included.

- **Declarations and Disclosures**

It must be disclosed if the work in the abstract or substantially similar work has or will be presented or published previously.

- **Affiliation or Financial Interests**

Any affiliation or financial interests associated with the research must be listed. Grants, research support, consultant status, stock (or stock options) shareholder status, honoraria, or other financial or material support (e.g., Smith, Medical Products, Inc., Consultant) must be included as well.

While an interest in or affiliation with a corporate organization does not prevent you from making a presentation, the relationship must be known. Failure to complete the statement will prohibit the consideration of the abstract.

Edits to the abstract can be made up until the deadline. After an abstract is submitted and accepted, changes *cannot* be made.

APMA reserves the right to reject incomplete abstracts and withdraw a presentation at any time.

It is the responsibility of the submitting author to ensure the abstract is in perfect order with no errors in spelling or grammar.

## **Grading Procedures**

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- Abstracts will be read in a “blind” fashion. Authors’ names and institutions of origin will not be identified.
- Graders are podiatric physicians. Each abstract is reviewed and graded by at least three graders, and the final grade is determined by averaging the graders’ ratings.

- Grades are influenced by: significance of the study; content and clarity; specific number of cases or specimen studies; clinical or research data to support the study's conclusions; minimum follow-up of one year per patient for results describing surgical procedures; and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.

## Abstract Presentation

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If an abstract is selected for oral presentation, the primary author identified on the submission form will receive an invitation to participate as a member of The National faculty and the abstract will be incorporated into the educational program at the event.

If an abstract is selected for poster presentation, the primary and corresponding author(s) will be notified by email. The poster will be displayed for the entire meeting (three days).

APMA does not provide travel reimbursement, honorarium, or per diem for poster abstract presenters. One complimentary registration will be provided to the author identified as the presenting author. More than one author is allowed to present a poster, however, only one complimentary meeting registration per abstract is offered.

## Poster Design Guidelines

- The abstract should be as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods used, the results observed, and conclusions based on the results.
- The poster exhibit should not be commercial in nature or promote any product overtly.
- Trade names may be used but should be used with discretion.
- Clear identification that “this poster exhibit is sponsored by [company/sponsor]” should be noted.
- Poster set-up and removal:
  - All presenting authors must check in at the Speaker/Presenting Author Registration desk before poster set-up.
  - A four-foot tall by eight-foot wide (48” tall x 96” wide) tack board will be provided in the exhibit hall of the Salt Palace Convention Center. Posters *should not* be larger than the provided tack boards. Presenters are required to provide their own tacks/mounting materials.
  - Handouts of the poster are encouraged and may be placed on the tables in the poster abstract area of the exhibit hall.
  - Posters must be removed immediately after the Poster Abstracts Symposium on Saturday, July 13 at 2:00 p.m. APMA is not responsible for posters that are left after the conclusion of the meeting.

## Abstract Competition

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All non-industry-sponsored oral and poster abstracts presented at The National will be eligible for the APMA Abstract Competition. The top three accepted abstracts in each of the categories below will be selected by a panel of judges appointed by the Annual Meeting Committee. The winners will be announced at the meeting. First-place winner will receive \$500, second-place winner will receive \$250, and third-place winner will receive \$100. Please note that awards will be given to the **primary author only**.

The six categories of awards are as follows:

- Outstanding Oral Abstract Presentation
- Outstanding Single Case or Small Case Study/Series Poster Abstract
- Outstanding Large Case Study/Series Poster Abstract
- Outstanding Resident Poster Abstract
- Outstanding Student Poster Abstract
- Outstanding American Public Health Association (APHA) Podiatric Health (POD Section) Student Poster Abstract\*

\*The Outstanding APHA POD Section Student Poster Abstract category recognizes one poster abstract on public health or disparities. The primary author on the public health abstract must be a podiatric medical student and that student must be a member of APHA POD Section as well as a member of APMA. Only one winner will be selected to receive \$250 and the Arthur E. Helfand, DPM award.

### Award Criteria

The judges will consider the visual design and impact of the poster as well as the significance of the study, including its importance to the advancement of the practice of podiatric medicine. Other factors that the judges will evaluate include: the study's content and clarity; specific number of cases or specimens studied; clinical or research data to support study conclusions; minimum follow-up of one year per patient for results describing surgical procedures; and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.

The APMA Board of Trustees, abstract judges, chair of the Annual Meeting Committee, or employees/independent contractors of APMA are ineligible to participate in the APMA Abstract Competition; with the caveat that residents supervised by the above-referenced parties may participate, but the above-referenced parties may not receive any monetary award.

**Questions?** E-mail Scientific Program Assistant **Carolyn G. Anderson**.