

**ILLINOIS COLLEGE OF EMERGENCY PHYSICIANS**  
**The Ginny Kennedy Palys Annual Symposium – Thursday, May 2, 2024**

**ABSTRACT RULES AND SUBMISSION FORM**

Deadline: **Tuesday, January 30, 2024**

- ***Only electronic submissions will be accepted. This form is available for download on the ICEP website at [www.icep.org](http://www.icep.org). All abstracts should be sent to Alexa Franks at [alexaf@icep.org](mailto:alexaf@icep.org). This form may be duplicated for additional submissions. All submissions must be typed.***
- ***The deadline for submission of abstracts is **Tuesday, January 30, 2024** at 4:30 pm Central Time. This deadline will be strictly enforced.***
- ***Please attach a blinded copy of the research abstract for judging purposes.***
- ***Research Abstract guidelines are:***
  - 400-word count limit
  - Maximum of 1 table or figure
  - Structure headings include Background, Objective, Design/Methods, Results, Conclusion and Impact. See Attached Sample Layout.
- ***Helpful Writing Tips:***
  - Your Objective statement should naturally lead to your Conclusion
  - Your Methods should explicitly define the type of study (e.g., retrospective vs prospective; chart review; randomized control; survey), enrollment period (e.g., 1/1/16 – 12/31/16), and inclusion/exclusion criteria
  - Your Methods should explicitly define your analytic strategies (e.g., descriptive, Fisher exact, multiple linear regression)
  - There is no need to mention IRB oversight (this is understood)
  - Your Results should explicitly disclose your N (# of subjects)
  - There is no need to mention limitations
  - Use a leading zero for all decimal figures (e.g., 0.3)
  - Include a space between a value and its units (e.g., 120 mmHg rather than 120mmHg)
  - Do not mention your institution or hospital anywhere in the abstract
  - Case reports are not eligible for submission, only meta-analysis and systematic reviews

- **Research Abstract Scoring guidelines are:**
  - **An 18-point scoring system has been developed by the Research Committee. Understanding the criteria below will help optimize your Abstract submission.**

**Objective total = 2 points**

- 0=No stated hypothesis or objective
- 1=Stated hypothesis or objective difficult to test
- 2=Clearly stated and testable hypothesis or objective

**Design/Methods total = 2 points**

- 0=Chosen design not stated or chosen design did not test the stated hypothesis
- 1=Chosen design is reasonable for study objective but not the best
- 2=Chosen design is ideal for study question

**Outcomes total = 2 points**

- 0=Chosen outcomes are not stated or inappropriate for study objective
- 1=Chosen outcomes are reasonable for study objective, but not the best
- 2=Chosen outcomes are ideal for study objective

**Bias total = 2 points**

- 0=Multiple bias, such as wrong or inadequate population studied
- 1=Adequate population sampling but bias in assessment, measurements, and/or comparison
- 2=Adequate sampling and no obvious bias

**Results total = 3 points**

- 0=Critical data to interpretation of study absent
- 1=Study size stated
- 2=Study size acceptable but statistics, if applicable, not adequate
- 3=Both study size and statistics adequate

**Conclusion total = 3 points**

- 0=Conclusion not supported at all by data
- 1=Conclusion minimally supported by data
- 2=Conclusion somewhat supported by data
- 3=Conclusion fully supported by data

**Impact total = 2 points**

- 0=Study will not change EM practice or make no meaningful contribution to current fund of knowledge
- 1=Study will possibly change EM practice or modestly contribute to current fund of knowledge
- 2=Study will definitely change EM practice or significantly change current fund of knowledge

**Quality of Writing and tables/figures total = 2 points**

- 0=Poor
- 1=Generally good
- 2=Exceptional

**Maximum total score = 18**