

2006 Research, Innovations, and Clinical Vignette Competition Abstract Submission Guidelines

Official Rules for the Competition

Eligibility: Abstracts may be submitted in three categories: research, innovations, and clinical vignettes. Abstract submissions are eligible if they have not been published prior to January 6, 2006. Submissions may have been presented previously at SHM regional meetings or regional/national meetings of other organizations.

Author Eligibility: The primary author must be an SHM member in good standing. Co-authors need not be SHM members unless they are elected to present the poster at the Annual Meeting, at which time they will be expected to become an SHM member.

Submission Deadline: January 6, 2006, at 11:59 p.m. Eastern Standard Time (EST).

Abstract Selection: Abstracts will be blinded and reviewed by a panel of RIV judges. Each category of the competition (research, innovations, and clinical vignettes) will be judged separately. The most worthy abstracts will be selected for poster presentation at the Annual Meeting. Instructions for posters will be provided upon notification of selection. Posters will be judged during the Reception/Poster Session on Thursday evening, May 4, 2006 from 5:00-7:00 p.m. Judges will also select up to three abstracts for oral presentation at a plenary session on Friday morning, May 5, 2006, at 8:00 a.m. **Note:** Submissions selected for oral presentation are not automatically considered for poster presentation and the associated potential monetary prize for the winning poster presentation. Thus, if you are selected to give an oral presentation and if you wish to also be considered for the poster prize, you should indicate this when you receive your results notification. Then you will be expected to prepare both a poster and oral presentation.

Notification of Results: All primary authors will be notified via email of the initial judging by February 27, 2006. Awards will be given at the Annual Meeting to the best poster(s) in each category. Judges will consider not only the quality of the initial abstract submission, but also the quality of the poster and presenting author's discussion of their work during the poster session.

Presenting Author's Availability: The presenting author (preferably the primary author) must be available to present his or her work at the SHM Annual Meeting on May 4-5, 2006 in Washington, DC. Authors will be responsible for any associated costs including travel, meeting registration, and poster preparation.

Publication of Abstracts: Abstracts selected for the poster session will appear in an abstract booklet to be distributed at the Annual Meeting. Selected abstracts may also appear in an issue of *The Journal of Hospital Medicine* publication, and on the SHM Web site after the meeting.

Number of Entries: An author may submit no more than two entries into the overall competition as the primary author/presenter.

Research Competition

Submissions can report clinical and/or laboratory-based research or consist of a systematic review of a clinical problem. Research abstracts concerned with efficiency, cost, or method of health care delivery, quality of care, and medical decision-making are also encouraged.

Abstracts submitted for the research category should adhere to these headings:

- Background
- Methods
- Results
- Conclusions (Do not use phrases such as “The results will be discussed.”)

Innovations in Hospital Medicine Competition

Authors who wish to describe an innovative program in hospital medicine are encouraged to submit to this category. Innovations will primarily be descriptive, but they may also include preliminary data. A more rigorous evaluation of an innovative program should be submitted as a research abstract, rather than an innovation. For example, an innovation may describe a novel strategy for disseminating practice guidelines, whereas a research abstract may analyze its impact on length of stay.

Any type of innovation may be submitted, including (but not limited to) critical pathway development and dissemination, medical education, faculty development, handheld computers, computerized medical records, billing and collections, patient safety interventions, communications and teamwork with other care team members. For example, a description of a unique patient safety issue, the associated interventions, root cause analysis resulting in systems-based modifications would be an innovation of interest to others in the field of hospital medicine.

Abstracts submitted for the innovations category should adhere to these headings:

- Background
- Purpose
- Description
- Results

Clinical Vignette Competition

A clinical vignette is a report of one or more cases that illustrates a new disease entity or a prominent or unusual clinical feature of an established disease, highlights an area of clinical controversy in hospital medicine, or illustrates a unique patient safety issue. It may include a summary of pertinent patient history, physical findings, laboratory data, or management description. It should be clear from the discussion portion of the abstract why the vignette is most appropriate for a hospital medicine (versus general internal medicine) competition. Clinical vignettes will be judged on originality, organization, writing ability, and relevance to hospital medicine.

Abstracts submitted for the clinical vignette category should adhere to these headings:

- Case presentation
- Discussion
- Conclusion

Submission Instructions

Abstracts for each category must be submitted using the online Abstract submission process. Instructions for submitting an abstract are provided at the submission site. The process is simple and takes approximately 15-20 minutes to complete.

The abstract limit is 2,500 characters (not including the title and authors). Spaces are not counted in the total character count. Your abstract will be considered "incomplete" if you exceed this limit.

Omit all author names, institutions/organizations and geographical references in the abstract text. This will help ensure proper blinding for the competition judging.

Tables and Graphics can be included. Please keep in mind that these items will be calculated as part of the total character count.

- A graphic is to be submitted using either jpg, .jpeg, or .gif format.
- A graphic may appear large on screen, but will be adapted for publication

Submitters may return to the online system to edit abstracts, revise information, correct typographical errors, tables, graphics, or delete a submission at any time before **11:59 p.m. EST on January 6, 2006**. After this time, the system will be closed, and abstracts will be forwarded for the reviewing process. An author may not revise or resubmit an abstract in order to make changes or corrections after this deadline.

Proofread abstracts carefully to avoid errors before they are submitted. The Society of Hospital Medicine is not authorized to make changes to a submission. This includes typographical errors. If selected, abstracts may be published in print and electronic versions exactly as submitted. Submit high resolution tables and graphics since poor quality images will be difficult to read in print and electronic versions. If you choose to withdraw an abstract after the submission deadline, this request must be received by SHM in writing.

Notification of acceptance status will be sent via email by **February 27, 2006**.

Disclosure Statement Regarding Conflict of Interest

The Society of Hospital Medicine (SHM) promotes improved inpatient care, teaching, and research in the field of hospital medicine. SHM strives to ensure that these goals are met throughout its educational activities and academic competitions. All authors submitting abstracts to the Research, Innovations, and Clinical Vignette Competition are required to disclose any relationships with pharmaceutical companies, biomedical device manufacturers, or other organizations that could represent potential conflicts in their presentation. The submitting author is responsible for providing disclosure information for all co-authors. This requirement applies to currently existing relationships or relationships within the past year that relate to the abstract entry. The principal intent of this disclosure is not to prevent authors with a potential conflict from submitting an abstract

or presenting their work. Disclosure information will assist the abstract committee members in the review process. Conference participants will also be provided with disclosure information in the program abstract book so that they may form their own judgments about potential conflicts of interest in relationship to the abstracts/presentations.

Style: Write for clarity and directness. It is NOT acceptable to state that "The results will be discussed." Avoid the use of medical jargon or stock empty phrases.

If in the conduct of these studies, human or animal species were exposed to risks not required by their medical needs, the author affirms that the study was approved by an appropriate committee, or if no such committee was available and informed consent was needed, it was obtained in accordance with the principles set forth in "The Institutional Guide to DHEW Policy on Protection of Human Subjects" and the "Guide for the Care and Use of Laboratory Animals," published by the NIH.

Abbreviations, Symbols, and Nomenclature: Usage should conform as closely as possible to that recommended in the CBE Style Manual (6th edition, 1994), published by the Council of Biology Editors and available from CBE Secretariat, 9650 Rockville Pike, Bethesda, MD, 20814.

Nonstranded abbreviations must be kept to a minimum and must be explained when used. Generic names of drugs are preferred: a propriety name may be given only with the first use of the generic name.

Units of Measurement: Metric (SI), including those for height, length, mass (weight), and body temperature. Measurements for substances of known, pure composition should be in millimoles/milliliter or millimoles/liter; for mixtures of substances where exact composition is not known, use grams/liter.

Publishing Your Abstract: If you are chosen as a finalist to give an oral presentation at the SHM annual meeting you may be contacted by outside organizations, including journals and companies, for permission to publish your piece. If you plan to submit your abstract to a peer-reviewed journal, it would be best to do so before accepting any other invitation. Peer-reviewed journals may consider publication in a controlled circulation magazine as prior publication.

Questions should be addressed to Charisse Braithwaite, SHM Research, Innovation, and Clinical Vignette Competition Coordinator, at cbraithwaite@hospitalmedicine.org or call 215-351-2473.

Deadline for Submission: Friday, January 6, 2006, at 11:59 p.m. EST.