

Submission Guidelines for Participation in Residents and Fellows Research Day

Prerequisites. Research must be conducted at New York Hospital Queens. All submissions must be co-authored by at least one resident or fellow and include data.

Deadline. Abstracts must be submitted electronically in Microsoft Word to kah9005@nyp.org and include author's contact information.

Format. Up to 1 page, single spaced. Use 12-point font and 1-inch margins.

Graphics. Include graphs, tables and illustrations only if they are simple and neat.

Abbreviations. Abbreviations should be kept to a minimum. If an abbreviation might not be universally understood, employ the full word on first use followed by the abbreviation in parentheses – and the abbreviation alone thereafter.

Title. Capitalize the first letter of the first word of the title and every word thereafter except “and,” “the,” and words of only one or two letters. Do not bold.

Author I.D. Use the first initial, last name and professional credential. Example: P. August, M.D.

Presentations. One person may be first author on more than one abstract but will be selected to make only one oral presentation.

Oral presentations are made at scheduled times throughout the day. Each presentation is ten minutes in length followed by an additional five minutes for Q&A.

Poster presentations are displayed throughout the day. Authors are available at designated times to present and discuss the posters.

Abstract structure. Research abstracts should be organized using the following headings:

- **Background.** This is an introduction. It provides a context for the study.
- **Objective.** Your purpose in doing the study. What you want to find out, achieve.
- **Methods.** Describes the research methodology used.
- **Results.** Summarizes findings in sufficient detail to support your conclusions – even if preliminary.
- **Conclusions.** What the findings suggest. What you conclude from your analysis of the findings.



Theresa and Eugene M. Lang Center for Research and Education

Clinical case report. An opportunity to discuss interesting or challenging patients. The abstract should be organized using the following headings:

- **Background.** Describes the case context.
- **Learning objectives.** States learning expectations relative to the case presentation.
- **Case presentation.** Summarizes the case.
- **Discussion.** Summarizes salient facts and teaching points from the case review and relevant literature.

Departmental approval. Your program director or department chair should review your abstract case report prior to submission.

Proofread. Your abstract must be free of grammatical, punctuation, spelling and/or typographical errors, which may result in a less favorable review. Have your work carefully proofread before submission.

Human subjects. All authors must certify that all ethical and human welfare considerations have been met. Contact Mary McFeely for information (see below).

Financial disclosure. Each author must disclose any financial, personal, or professional relationships with other people or organizations that could reasonably be perceived as conflicts of interest or as potentially influencing or biasing their work. Contact Mary McFeely.

Author notification. Authors will be notified regarding their abstract category (oral or poster), and given directions for the day's events.

Research awards. The Lang Research Award recognizes excellence in research with a cash stipend to further the recipient's research activities. Five awards are conferred, two for oral presentations, two for poster presentations, and one for a case presentation. Presentations are evaluated by members of the Scientific Advisory Board for soundness of research methodology, potential impact on patients, and the quality of the presentation itself.

Contact Information

Abstract submissions. Karen Hultberg, Administrator, 718-670-2840 or kah9005@nyp.org.

IRB matters. Mary McFeely, IRB Administrator, 718-670-1194 or mem9057@nyp.org.

Program and general inquiries or to schedule an appointment with Dr. August. Nancy Garcia, Office Manager, 718-670-2914 or nmg9001@nyp.org.

