

## 2020 NORTHLAND ACSM ABSTRACT SUBMISSION DIRECTIONS AND CHECKLIST

### Acceptable Abstract Types:

1. Scientific Abstract
2. Clinical Case Abstract (not eligible for awards)
3. Proof of Concept Abstract (not eligible for awards)

### Scientific Abstract Guidelines:

1. The title of the Abstract is limited to 15 words
2. List all authors without including degrees or credentials as indicated in the template.
3. List the Department; University; City, State as indicated in the fillable pdf document.
4. Provide the e-mail address of the First/Presenting/Corresponding Author.
5. List the Corresponding Advisor/Mentor's name.
6. Indicate the category of the First/Presenting Author. Categories include: Undergraduate and Graduate
7. The text of the abstract should begin with a short background on the topic and must include the following headings:
  - a. **PURPOSE:** describes the intent of the study
  - b. **METHODS:** how the study was conducted
  - c. **RESULTS:** findings of the study
  - d. **CONCLUSION:** Summary of the most important points and the take home message
8. The body of the abstract is limited to 3000 characters (including spaces) and must fit into the designated box on the fillable pdf document.
9. If you choose to include a table;
  - a. you are still limited to the space and character count allotted in the fillable box.
  - b. You must reference the table or figure in the text of the abstract.
  - c. The table must include a caption/title and a legend.
  - d. the table must be formatted in a way that is clear and easy to understand.
10. If the project received funding to complete the study you must include the funding organization and grant number in the Funding Source box.
11. The abstract must be formatted using the fillable pdf entitled "NACSM Scientific\_Abstract\_Template\_2020.pdf". Please type directly into the boxes provided in the fillable document. **DO NOT CHANGE** any of the formatting of the fillable pdf.
12. Save the final version of your abstract as a pdf document. The pdf file name must include the presenting/corresponding author's last name followed by their first name followed by \_NACSM2020. (ie. Phillips\_Kelley\_NACSM2020.pdf)

**Proof of Concept Abstract Guidelines:** Will follow all of the guidelines of the Scientific Abstract, but will not include the results and conclusions sections.

### Clinical Case Abstract Guidelines:

1. Title: The first part of the title should reflect the area of the problem and the second part, the sport or activity of the athlete, but should not include the diagnosis (example: Neck Injury—Football).
2. List all authors without including degrees or credentials as indicated in the template.
3. List the Department; University; City, State as indicated in the fillable pdf document.
4. Provide the e-mail address of the First/Presenting/Corresponding Author.
5. List the Corresponding Advisor/Mentor's name.
6. Indicate the category of the First/Presenting Author. Categories include: Undergraduate and Graduate
7. The text of the abstract must include the following headings:
  - a. **HISTORY:** The first paragraph should state the history of the case
  - b. **PHYSICAL EXAMINATION:** The second paragraph should outline the physical examination:
  - c. **DIFFERENTIAL DIAGNOSIS:** Include the differential diagnosis in this section
  - d. **TESTS AND RESULTS:** Include the tests that were run and the results of the tests

- e. **FINAL/WORKING DIAGNOSIS:** Indicate the final diagnosis here
  - f. **TREATMENT AND OUTCOMES:** Provide a description of the treatments performed and their outcomes
8. The body of the abstract is limited to 3000 characters (including spaces) and must fit into the designated box on the fillable pdf document.
  9. If you choose to include a table;
    - a. you are still limited to the space and character count allotted in the fillable box.
    - b. You must reference the table or figure in the text of the abstract.
    - c. The table must include a caption/title and a legend.
    - d. the table must be formatted in a way that is clear and easy to understand.
  10. The abstract must be formatted using the fillable pdf entitled “NACSM Clinical Case\_Abstract\_Template\_2020.pdf”. Please type directly into the boxes provided in the fillable document. DO NOT CHANGE any of the formatting of the fillable pdf.
  11. Save the final version of your abstract as a pdf document. The pdf file name must include the presenting/corresponding author’s last name followed by their first name followed by \_NACSM2019. (ie. Phillips\_Kelley\_NACSM2020.pdf)

ALL abstracts are ***not to exceed one page***, and must follow all the formatting in the fillable pdf document.

**Note: Alterations to the fillable pdf or Abstracts that do not adhere to these guidelines will be administratively rejected for presentation**

**Abstract Submission site:**

[https://docs.google.com/forms/d/19p1vCd\\_MYphkV46xC57ib0DIh1B9TDT-HKGsyDMMdJY/edit](https://docs.google.com/forms/d/19p1vCd_MYphkV46xC57ib0DIh1B9TDT-HKGsyDMMdJY/edit)

## **ABSTRACT/POSTER COMPETITIONS**

### **Undergraduate Abstract and Poster Competition:**

Scientific abstracts submitted by undergraduate students are eligible to receive an award. The awards will be based on both the written abstract and the presentation of the poster. A panel of 4-5 judges comprised of members of the NACSM executive board will review all eligible abstracts and select the top 5-10 undergraduate scientific abstracts. During the presentation of the posters at the Spring Tutorial, the panel of judges will then judge the poster presentations of the top 5-10 abstracts. Judging of the posters will be based on both the quality of the poster and the author’s ability to effectively present their research and answers questions from the judges.

Awards:

1st place: \$300

2nd place: \$200

3rd place: \$100

### **Graduate competition (President’s Choice Award/President’s Cup):**

Scientific abstracts submitted by graduate students are eligible to receive an award. The awards will be based on both the written abstract and the presentation of the poster. The panel of judges for the graduate scientific abstracts includes the President Elect, Current President, and Past President of NACSM. The panel of judges will review all eligible abstracts and select the top 4-8 graduate scientific abstracts. During the presentation of the posters at the Spring Tutorial, the panel of judges will then judge the poster presentations of the top 4-8 abstracts. Judging of the posters will be based on both the quality of the poster and the author’s ability to effectively present their research and answers questions from the judges.

Awards:

1st place: \$1,200 travel stipend\* and \$100 cash prize

2nd place: \$200

3rd place: \$100

\*Travel stipend is to attend the National ACSM Conference in San Francisco, CA (26 May – 30 May, 2020). Conference Registration Fee will be waived. Awardee will compete at the national conference in a special poster session for the National President's Cup Award for best abstract.

### **ABSTRACT SUBMISSION CHECKLIST**

- Register for the 2020 NACSM Spring Tutorial Meeting.** Any abstract submission where the first author is not registered for the Annual Meeting prior to March 20, 2020 will be rejected and the student will not be allowed to present. In order for your abstract to be judged, you must be pre-registered by March 20, 2020.
  - Locate Fillable Abstract Template on the NACSM Website.** ([http://www.acsm.org/acsm-membership/regional-chapters/acsm-chapters/northland/spring\\_meeting/abstract-submissions](http://www.acsm.org/acsm-membership/regional-chapters/acsm-chapters/northland/spring_meeting/abstract-submissions)) You must use the fillable NACSM Abstract Template, and the formatting supplied within it, as you construct your abstract.
  - Complete your abstract** and save it as a pdf document. The pdf file name must include the presenting/ corresponding author's last name followed by their first name followed by \_NACSM2020. (ie. Phillips\_Kelley\_NACSM2020.pdf)
  - Submit Abstract** at the following link:  
[https://docs.google.com/forms/d/19p1vCd\\_MYphkV46xC57ib0DIh1B9TDT-HKGsyDMMdJY/edit](https://docs.google.com/forms/d/19p1vCd_MYphkV46xC57ib0DIh1B9TDT-HKGsyDMMdJY/edit)
- Deadlines:  
All abstract must be submitted by: **March 13th, 2020 at 11:59pm CST**
- You will receive a notice of acceptance, or a request for revisions, by March 16th, 2020.**
  - Prepare your poster using the guidelines posted on the NACSM website.**
  - Attend the 2020 Spring Tutorial Meeting on April 3 at Concordia University St. Paul, MN!**

Please direct any questions to the NACSM Student Activities Director, Kelley Phillips  
([kphillip@d.umn.edu](mailto:kphillip@d.umn.edu))