



## CENTRAL STATES CHAPTER OF THE AMERICAN COLLEGE OF SPORTS MEDICINE (CSACSM)

### DIRECTIONS FOR ABSTRACT SUBMISSION

**Directions:** Please carefully read over the directions and then complete the submission form, providing the information requested.

1. There is no fee to submit an abstract for the CSACSM annual meeting.
2. The submission deadline is Friday, December 1, 2023, by 5PM CST
3. The types of abstracts will be: 1) experimental and observational investigations and 2) clinical case studies
4. You will need to open an **EasyChair** account prior to submitting your abstract using this [LINK](#) (or by using the link on the [CSACSM web page](#)). *Only electronic submissions through **EasyChair** will be accepted.*
  - a. There is an option for an oral (i.e., podium) presentation. The Planning Committee will review all those submitted for oral presentations and select outstanding abstracts for podium slots given time and space constraints. *If you are not selected for an oral presentation, your abstract will automatically be considered for a poster presentation.*
  - b. There is still potential for a thematic poster session. *All abstracts considered for poster presentations will automatically be considered for thematic sessions.* If selected for a thematic session, you will be notified by the Planning Committee to confirm your willingness to participate in a session and provide you with further information/instruction(s).
  - c. Please be aware that there are two options available for submission tracks: 1) poster presentations and 2) oral presentations. PLEASE ENSURE YOU ARE SELECTING THE CORRECT DESIRED TRACK.
5. FOR STUDENTS: There are two award categories by which your abstract could be judged: 1) the Central States Outstanding Student Research Award and 2) the President's Cup Challenge. *Students will be prompted to choose whether they wish to be included in either competition.*
  - a. Central States Outstanding Study Research Award (OSRA)
    - i. Three (3) awards will be presented: Undergraduate, Masters, PhD.
    - ii. There are no other materials to submit for the OSRA. Students will denote if they want to participate in this award on the abstract submission page in EasyChair. All students will be judged solely on their abstract.

- iii. Winners of this award will present both orally and have a poster presentation.
  - iv. Winners will receive \$750 and a plaque. The monetary award is intended for offsetting costs to attend the national ACSM annual meeting. If the winner is not able to attend the 2024 ACSM annual meeting, the monetary award will not be given. **Students who cannot be present at the entire conference should not apply for the OSRA.**
- b. President's Cup Challenge (PCC)
- i. This competition is open to graduate students only (i.e., Masters and PhD). Students will denote if they want to participate in this award on the abstract submission page in Easy Chair.
  - ii. This award is judged based on the poster presentation.
  - iii. First place will receive a travel allowance from the national ACSM office and registration fee waiver for attending the 2024 national annual meeting. **Students who cannot be present at the entire conference should not apply for the PCC.**

### *Preparing the Abstract*

1. Abstracts need to be submitted as Microsoft Word documents. Please use 1-inch margins and a 12-point Times New Roman font.
2. The document should be named using the file designation "FirstAuthorLastname\_First Initial\_CS24" (e.g., Doe\_J\_CS24)
3. Accepted abstracts are limited to 2,000 characters (not including spaces, title, or author block. Including a table, chart, or graph uses 300 characters of the limit (i.e., reduces the limit to 1,700 characters).
4. Do not use brand names in the abstract.
5. TITLE: The title should be brief (limit to 15 words) and typed in UPPERCASE.
6. Skip line.
7. AUTHORS: The first and last names of authors will be included in the author block. Do not include degrees. Include the institutional affiliations of all authors denoted with a superscript number (e.g., Joe M. Doe<sup>1</sup>, FACSM).
8. INSTITUTIONS: Institutions of all authors will be included. Do not include departments. Start the institutions with the corresponding superscript (e.g., <sup>1</sup>name, city, state). Use a semicolon between multiple institutions.
9. Skip line.

10. TEXT: The abstract must be informative, including a statement of the study's specific PURPOSE, METHODS, summary of RESULTS, and CONCLUSION statement using these headings. *It is unsatisfactory to say the results will be discussed.*
- a. Abstracts of experimental or observational studies must include data (e.g., mean difference or correlation coefficients) to substantiate the conclusions being drawn. It is unsatisfactory to simply describe what was found (e.g., "the treatment group increased their fitness more than the control group") or to only include statistical results (e.g., "associations were significant at  $p < 0.05$ "). **The lack of inclusion data will result in the abstract being rejected.**
  - b. For clinical case studies, the section headings should include HISTORY, PHYSICAL EXAMINATION, DIFFERENTIAL DIAGNOSIS, TREATMENT, and OUTCOME(S). *All other formatting guidelines remain the same.*
11. If applicable, include an ACKNOWLEDGMENTS statement at the bottom for the abstract indicating any grant funding information that supported the project (does not count against character limit).
12. You may only appear as first author on one abstract.

**Note.** *If multiple abstracts are being submitted for the same project, each abstract must have a unique title, purpose, and must include specific information in the methods, results, and conclusion that are directly related to that purpose.*

**Acceptance of the Abstract:**

1. Abstracts will be compiled by the President-Elect and forwarded to the Abstract Review Committee. This committee will review the abstracts and determine appropriateness for acceptance and make recommendations to the President-Elect.
2. The President-Elect will make the final judgement as to the final status (i.e., accept or reject) of the abstract and, in isolated cases, may provide authors with the opportunity to correct critiques from reviewer feedback for resubmission to avoid rejection.
3. The lead author will be notified by email concerning the status of the abstract. If accepted, the date/time of the presentation will be included.
4. If you do not receive a notification by 5 PM CST, February 1, 2024, please contact Dr. Erin Holt (President-Elect) at eholt@bakeru.edu
5. The first author must present the abstract.
6. Posters should be sized 4'x 3' (four feet tall by three feet wide). This is a VERTICAL format. **Posters that do not meet these dimensions requirement WILL NOT FIT on the poster stands provided.**