

## TRAUMA 2019 - CALGARY Feb 28-March 1, 2019

### ABSTRACT SUBMISSION INFORMATION AND GUIDELINES

#### General Guidelines and Information for Abstract Submissions

1. **Clearly** state the purpose of your study and include a brief description of the methods used. Provide actual data and, if available, a summary of the results. Abstracts that *promise* to explain the importance of the work during the presentation will not be considered. Your abstract **MUST** be separated into four sections: Background, Methods, Results and Conclusions. If you do not complete this as requested, the abstract will be rejected. There are word limitations for each section so be succinct and concise to live within the word counts allowed.
2. Abstracts must be **original** ie non-published work.
3. Abstracts must be submitted single-spaced in Calibri, 12 pt font. Abstracts must not contain any citations. Abstracts cannot exceed the word count limitations in each section. There are no tables, graphs, figures to be submitted within the abstract.
4. **Please complete all the requested information in the abstract submission module or your abstract may not be able to be considered.**
5. The abstracts are blind-reviewed so **DO NOT include the names of the authors in the abstract submission itself; please submit the author names as requested in the "add authors" section only of the submission module.**
6. The abstracts should be submitted in Microsoft Word (2007 or greater)
7. Once your abstract is submitted you will be assigned an ID# to use for future reference. You will receive an automatic acknowledgement of successful submission of your abstract once completed.
8. **All Correspondence will be with the Primary Author ONLY.** Please ensure your email address is correctly entered and this individual is, upon notification of acceptance of the abstract, responsible to notify all co-authors.
9. **The deadline for submission is 2359 hours EASTERN time on NOVEMBER 1, 2018. No extensions.**
10. Acceptance will be communicated to the Primary Author at the end of November or early December.
11. **The Primary Author MUST communicate acceptance of presentation within 1 week of notification.**
12. It is presumed that the **Primary Author will present the abstract.** Any variation from this will require approval from the Scientific Program Chair.
13. It is understood that if the abstract is accepted for presentation, the **presenting author is required to register and pay appropriate registration fees** for the TAC Annual Scientific Assembly.
14. Do not forget to tick off whether you wish this to be considered for a specific award.
15. The abstracts will all be published in a special edition of the *Canadian Journal of Surgery* in the Spring of 2018 as well as posted in the Members only section of the TAC website.
16. The Scientific Program Chair for 2019 is Dr Paul Engels from Hamilton. He can be reached at engelsp@mcmaster.ca
17. You may also contact Kate Mahon, Executive Director, TAC if you have any questions or require assistance in the submission process. Kate can be reached at [exec.director@traumacanada.org](mailto:exec.director@traumacanada.org) or by calling the toll free line (in North America) at 1-855-403-5463

#### Specific Electronic Submission Guidelines

The following information provides more specific guidelines for each section you will complete in the electronic Abstract Submission Module:

1. **TITLE:** Calibri 12 pt font; Title should be in all **CAPITALS AND BOLD**
2. **BACKGROUND:** Calibri 12 pt font; limit of 75 words. In this section briefly describe the purpose of the study. The key is to be clear and concise. The required information can be provided in several sentences for the reader/reviewer and provide a framework for the study.
3. **METHODS:** Calibri 12 pt font; limit of 75 words. The methods are briefly described in general terms in this section in one or two sentences.
4. **RESULTS:** Calibri 12 pt font; limit of 225 words. The Results section should provide a clearly organized report of the data collected during the study. Ensure the correct units are used with numerical data and provide statistical significance where possible. No figures, tables or graphs are to be included.
5. **CONCLUSIONS:** Calibri 12 pt font; limit of 75 words. In this section, draw conclusions and relay the significance of the results. Only one or two concise sentences are generally required.