

TRAUMA 2022 – MONTREAL APRIL 7-8, 2022 (being held in person)

ABSTRACT SUBMISSION INFORMATION AND GUIDELINES

General Guidelines and Information for Abstract Submissions

1. **The deadline for submission is 2359 hours EASTERN time on NOVEMBER 1, 2021.**
2. Your abstract must be separated into four sections: Background, Methods, Results and Conclusions. Clearly state the purpose of your study and include a brief description of the methods used. Provide actual data and a summary of the results. **Abstracts that do not contain any results but make promises of providing data in the future at the Conference, will not be considered.** There are word limitations for each section so please be succinct and concise to live within the word counts permitted.
3. Abstracts must be original and not previously published.
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 in the submission module.
6. 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.
7. **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.
8. Abstract acceptance will be communicated to the Primary Author typically in early December. **Please note that if an abstract is accepted for presentation (oral or poster) and the author has accepted the offer to present, any subsequent withdrawal or failure to present the abstract at the Conference, outside of extenuating circumstances, will result in the presenting and senior authors being barred from abstract submission at TAC for one year (i.e. they will be ineligible to submit an abstract for next year's meeting).** This notification will be sent to the presenting and senior authors, as well as copied to the Department Chair (or equivalent) of the relevant University (or academic organization) the author is affiliated with.
9. **The Primary Author MUST communicate acceptance of presentation within 1 week of notification.**
10. It is presumed that the **Primary Author will present the abstract.** Any variation from this will require approval from the Scientific Program Chair.
11. 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.
12. Do not forget to indicate whether you wish your abstract to be considered for a specific award, if applicable.
13. The accepted abstracts will be published in a supplementary volume of the *Canadian Journal of Surgery* in the Spring of 2022, as well as posted in the Members-only section of the TAC website.
14. The Scientific Program Chair for 2022 is Dr Kelly Vogt from London, Ontario. She can be reached at Kelly.vogt@lhsc.on.ca
15. 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 or by calling the toll-free line (in North America) at 1-855-403-5463

Specific Electronic Submission Guidelines (Please pay particular attention to the font and case sensitivity requested and please check for spelling errors before you submit or your abstract may be rejected when reviewed)

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

1. 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.
2. **TITLE: Calibri 12 pt font, BOLD. Avoid abbreviations in title. Sentence case-capitalize ONLY the first word in the title and any proper nouns and end with a period. (eg. Seatbelt injuries in children in Nova Scotia: a retrospective review from 2009-2019.)**
3. **Authors Names:** Enter authors' names in **italics and Bold**, in the appropriate section of the abstract submission section. Spell out authors names in full (initials for middle name); Affiliations must be in the following order: Dept, Institution, City, Province/State; Affiliations must be listed in the same order as the author names as in the following examples:

Example #1:

Forward aeromedical evacuation team composition: Do different teams impact clinical outcomes? Descriptive systematic review. *Colin Laverty¹, Homer Tien², Andrew Beckett³, Avery Nathens⁴, Luis Teodoro Da Luz⁴*. From the ¹Canadian Field Hospital, Gloucester, ON; ²Ornge, Mississauga, ON; ³McGill University, Montreal, QC; and the ⁴Sunnybrook Health Sciences Centre, Toronto, ON.

Example #2

The role of diagnostic imaging in the initial evaluation of blunt abdominal trauma: a comparison of international guidelines. *Kai Homer¹, Christopher Fung¹, Sandy Widder², Michael Kim¹*. From the ¹University of Alberta, Edmonton, AB; and the ²University of Alberta Hospital, Edmonton, AB.

4. **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.
 5. **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.
 6. **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.
 7. **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.
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