



## PREPARATION OF ABSTRACTS

### General Information

Applications must be received by April 7, 2017 (Deadline Extended)

1. Abstracts are limited to 250 words and must be prepared in Microsoft Word, Times New Roman font, 10 or 12 pitch print. Please email the completed abstract to: [office@nyschp.org](mailto:office@nyschp.org)
2. Abstracts should include the following: Introduction/Background, Hypothesis, Methods, Results, and Conclusions.
3. Proofread abstracts carefully, particularly doses, numerical values, and drug names. After the deadline, changes cannot be made to the title or content. Be sure to use proper format, see examples for submission type designation. Use standard abbreviations. Special functions such as tabs, underlines, trademarks, subscripts, bold italics, superscripts, or hyphenations in the abstract may be used with Microsoft Word. Special symbols (Greek letters, degree signs, and plus/minus) may also be used.
4. Abstracts with a commercial tone will not be accepted
5. Abstracts which review existing literature not be accepted
6. Only completed abstracts (with results and conclusion) will be accepted
7. Please type the abstract **exactly** as noted here in order to ensure that all of the abstracts printed in the Assembly Syllabus look the same. Your cooperation is greatly appreciated. See the example below for style.
  - Type the title of the abstract in all upper case letters. Please be sure your title accurately and concisely reflects the abstract content. The title will appear in the meeting program exactly as you type it. After the title, enter a hard return.
  - Type the name of the first author in the following manner: last name, space, first initial of the first name. Then, type a comma, enter one space and enter the names of other authors following the same format (last name, first initial of first name). Please remember to separate the names of the authors with a comma and then one space. Do not place any additional commas, periods, semicolons or colons to separate last name from the first name of an author, etc.
  - **If you are submitting a poster as a student to be considered for the Best Student Poster Award, please place yourself as the first author and note (Student) next to your name.**
  - Underline the name of each author, and place an asterisk (\*) after the name of the primary author - the person to whom questions/comments should be addressed. After the last author's name, enter a hard return.
  - Type the name and then the address of the affiliated institution (including zip code). After the address, enter a hard return and then another hard return in order to skip one line.
  - Type the abstract. Single spacing is preferred.

8. Standard abbreviations may be used without definition (e.g., mg/dl, mMol/L, ng/ml), but nonstandard abbreviations must be placed in parentheses after the first use of the word in the abstract body. It is important to keep nonstandard abbreviations to a minimum, this allows ease of readability and understanding of the abstract.

9. When presenting a medication, use only the generic name.

10. It must be indicated in the abstract that all clinical research was approved by the appropriate ethics committee or institutional review board and, if appropriate, informed consent was obtained for all subjects.

Sample Abstract - to show style:

COMPREHENSIVE THERAPEUTIC INTERCHANGE PROGRAM IN A TEACHING HOSPITAL

Briscoe-Dwyer LA\*, McCauley DL, Hoffman DM

University Hospital Department of Pharmacy L3-559, Stony Brook, NY 11794-7310

Introduction/Background:

Hypothesis:

Methods:

Results:

Conclusions:

**After submission...what's next?**

- All abstracts will be peer reviewed.
- All those selected will be notified by Wednesday, April 19, so posters can be designed.
- Poster Guideline:
  - Size dimensions (ASHP Guidelines):
    - Poster board approximately 7 ½ ft. wide (2.3 meters) by 3 ½ ft. high (1.1 meters).
- Poster Presentations at the Annual Assembly:
  - When: Friday, April 28<sup>th</sup>
  - Time: 5:00 p.m. – 7:00 p.m.