

# SHM Scientific Abstract Competition and Poster Session: Submission Guidelines

## Progress 2024

### Submission Site Info and Deadline

You will be able to submit your abstract at the submission site until 5:00 pm Friday, Sept 20.

**Official Rules Eligibility:** SHM is accepting abstract submissions in three categories: **research, innovations, and clinical vignettes**. Abstracts are eligible for submission if they will not be published in a peer-reviewed journal prior to December 31, 2024. Abstracts published in meeting proceedings or other materials that are not copyrighted are eligible for submission. It is the responsibility of the submitter to check on whether material is copyrighted.

### Conflict of Interest Policy

The Society of Hospital Medicine (SHM) promotes improved inpatient care, teaching, and research in the field of hospital medicine. SHM strives to ensure that these goals are met throughout its educational activities and academic competitions. All authors submitting abstracts to the Research, Innovations, and Clinical Vignette Competition are required to disclose any relationships with pharmaceutical companies, biomedical device manufacturers, or other organizations that could represent potential conflicts in their presentation. The submitting author is responsible for providing disclosure information for all co-authors. This requirement applies to currently existing relationships or relationships within the past year that relate to the abstract entry. The principal intent of this disclosure is not to prevent authors with a potential conflict from submitting an abstract or presenting their work. Rather, disclosure information will assist the abstract committee members in the review process.

### Permissions

The author submitting this abstract acknowledges that they and all coauthors have seen and agree with the following: the contents of the abstract; responsibility for clinical trial data (if applicable); that the abstract has not been

published in a peer-reviewed journal prior to December 31 of the current year (prior presentation of the abstract at other meetings is allowed); disclosures of financial interest in or support from, or equity positions in, manufacturers of drugs, services, or products mentioned in the abstract; trial registry information. Finally, all authors and coauthors acknowledge understanding that plagiarism will not be tolerated and result in withdraw of the abstract and a thorough investigation that could result in prohibition from participation. Abstract authors are solely responsible for obtaining any applicable permission for using graphics or information included in their abstract.

## Type of Submissions

### **Research**

Submissions can report clinical research, basic science research, or a systematic review of a clinical problem. Research abstracts concerned with the highlighted topic areas above, as well as efficiency, cost, or method of health care delivery methods and medical decision-making are also encouraged.

Abstracts submitted for the research category should adhere to the following headings:

Background

Methods

Results

Conclusions (Do not use phrases such as “The results will be discussed.”)

### **Innovations**

Authors who wish to describe an innovative program in hospital medicine are encouraged to submit to this category. Innovations will primarily be descriptive, but they may also include preliminary data. A more rigorous evaluation of an innovative program should be submitted as a research abstract rather than as an innovation. For example, an innovation may describe a novel strategy for disseminating practice guidelines, whereas a research abstract may analyze its impact on length of stay. Please note that all innovations submissions must report on an activity that has already been piloted or fully implemented in the healthcare setting. Ideas for innovations that are being planned but have not yet been implemented will not be reviewed. Any type of innovation may be

submitted, including (but not limited to) critical pathway development and dissemination, medical education, faculty development, handheld computers, computerized medical records, billing and collections, patient safety interventions, communications, and teamwork with other care team members. For example, a description of a unique patient safety issue, the associated interventions, and root cause analysis resulting in systems-based modifications would be an innovation of interest to others in the field of hospital medicine. Abstracts submitted for the innovations category should adhere to these headings:

Background  
Purpose  
Description  
Conclusions

### **Clinical Vignettes**

A clinical vignette is a report of one or more cases that illustrates a new disease entity or a prominent or unusual clinical feature of an established disease, highlights an area of clinical controversy in hospital medicine, or illustrates a unique patient safety issue. It may include a summary of pertinent patient history, physical findings, laboratory data, or management

description. It should be clear from the discussion portion of the abstract why the vignette is most appropriate for a hospital medicine (versus general internal medicine) competition. Clinical vignettes will be judged on originality, organization, writing ability, and relevance to hospital medicine. Clinical vignettes can be submitted as adult vignettes or pediatric vignettes. Abstracts submitted for the clinical vignette category should adhere to these headings:

Case presentation  
Discussion  
Conclusions

## Submission

Abstracts for each category must be submitted using the online abstract submission process. The abstract limit is 3,000 characters including spaces. Author names, institutions/ organizations, and geographical references will not count toward the total character count. Tables and graphics: Please keep in mind that each table and graph will count as 200 characters and will contribute to the total character count. No more than 2 tables or graphics will be accepted.

Images: if you are including an image in your abstract, you can only upload one image file. If you would like to include up to two (maximum) images with your abstract, they must be combined in a single file, saved in one of the following formats: JPEG (\*.jpg), PNG image (\*.png), or GIF image (\*.gif).

## Style

Write for clarity and directness. It is NOT acceptable to state that “the results will be discussed.” Avoid the use of medical jargon or stock empty phrases.

Abbreviations, Symbols, and Nomenclature: Usage should conform as closely as possible to that recommended in the CBE Style Manual (7<sup>th</sup> edition, 2006), published by the Council of Biology Editors and available from CBE Secretariat, 9650 Rockville Pike, Bethesda, MD, 20814. Nonstandard abbreviations must be kept to a minimum and must be explained when used. Generic names of drugs are preferred: a propriety name may be given only with the first use of the generic name.

Units of Measurement: Metric (SI), including those for height, length, mass (weight), and body temperature should be used. Measurements for substances of known, pure composition should be in millimoles/milliliter or millimoles/liter. For mixtures of substances where exact composition is not known, use grams/liter.

## IRB or other research approval

If human or animal species were exposed to risks not required by their medical needs during the study included in the abstract, the author affirms that the study was approved by an appropriate committee. If no such committee was available and informed consent was needed, the author affirms that approval was obtained in accordance with the principles set forth in “The Institutional Guide to DHEW Policy on Protection of Human Subjects” and the “Guide for the Care and Use of Laboratory Animals,” published by the NIH.

## Abstract Selection

Abstracts will be blinded and scored by a panel of reviewers assigned to each category (research, innovations, and clinical vignettes). The reviewers may decide to reassign your abstract to another category, and ultimately, they will decide whether your abstract is selected for the poster session.

## Notification of Acceptance

Abstract acceptance notifications will be emailed within approximately 1 week of your submission.

## Poster Presentation and Awards

Instructions regarding the virtual poster presentation will be provided by email upon notification of abstract selection. Awards and prizes will be announced during Progress 2024. Judges will consider not only the quality of the initial abstract submission but also the quality of the poster and presenting author's discussion of their work during the poster session. The overall winning poster will receive acceptance to the SHM Converge 2025 which will be held in Las Vegas, NV April 22-25, 2025.

## Questions?

At SHM's RIV Resource Center, you will find many helpful resources related to SHM's National RIV competition:

<http://www.shmabstracts.com/>

For details related to specifically to the Progress 2023 abstract submission and poster competition, please email:

[daniel-leary@uiowa.edu](mailto:daniel-leary@uiowa.edu)