

## **Abstract Submission Deadline: August 31, 2023**

It is the author's responsibility to see that the following guidelines and instructions are followed to ensure optimal results. Abstracts that do not conform to these guidelines may be returned.

Abstracts longer than the specified limit as stated in the guidelines, will be truncated by the review committee. **Please do not include graphics or tables in the abstract.**

1. **Size.** The entire abstract, including title, author(s), affiliation(s), city and state, text and disclosure information, if applicable, must be no longer than 2000 characters (approximately 300 - 315 words).
2. **Margins.** As a majority of word processors have a default margin of 1.5 inches, it may be necessary for you to manually set your margin size. Please confirm 1" margins on your document prior to submitting.
3. **Font and Font Size:** Arial 11 pt.
4. **Formatting.** Use single spacing and normal headings throughout. Use left justification only. Do not use tab sets. Do not indent. Use hard returns only for spacing options.
5. **Title.** The title should be brief, clearly indicating the nature of the presentation. The title must be in all CAPS. Titles will be restricted to no more than 200 characters and spaces.
6. **Authors.** List all author's names and institutions. Underline the presenting author's name and institution only.
7. **Acknowledgements.** Acknowledgements of grant support or funding should be provided at the end of the abstract.
8. **Body of Abstract.** State the purpose of the study (preferably in one sentence). State methods used. Summarize results presented in sufficient detail to support the conclusions. State the conclusions reached. Use standard abbreviations, e.g., RBC. Use kg., gm., mg., ml., L. (liter), mEQ., M (meter), and % (percent). Place a special or unusual abbreviation in parentheses after the full word, the first time it appears. Use numerals to indicate numbers, except to begin sentences.
9. **Submission File.** The preferred file format is Microsoft Word. Word Perfect files can be accepted. Absolutely no fax copies will be accepted in lieu of an electronic file format.
10. **Category Theme.** Select an abstract category theme by clicking on the category of your choice. Only one category may be selected.
11. **Abstract Acceptance Notification.** You will receive an abstract acceptance notification via email. It is the responsibility of the Presenting Author to contact other authors about

the status of the abstract.

12. **Presenting Author.** A presenting author must be designated for each abstract. The presenting author is responsible for giving the oral and/or poster presentation, if the abstract is accepted.
13. **Number of Submissions.** Submit as many abstracts as you wish. Each abstract requires an individual submission. DO NOT attach more than one abstract at a time to an email submission. The program planning committee will consider the total number of abstracts submitted by the same author when developing the program.
14. **Withdrawal Policy.** Abstracts can only be withdrawn by September 15, 2023. No withdrawals can be made after the committee has selected podium and poster presentations and poster numbers have been assigned.
15. **Changes to Submitted Abstracts.** If you must make a change to your submitted abstracts, contact [ed@cinj.rutgers.edu](mailto:ed@cinj.rutgers.edu). Absolutely no edits may be made after the abstract deadline date.
16. **Abstract Receipt Confirmation.** Contact [ed@cinj.rutgers.edu](mailto:ed@cinj.rutgers.edu), if you do not receive an email confirmation within 16 working hours (2 days) of submitting your abstract. Lack of confirmation indicates that your abstract was not received.
17. **Deadline.** Submit your abstract by midnight EST August, 24, 2023. Abstracts received after the deadline will not be reviewed.
18. **Rejection.** Abstracts will be rejected without review if: (a) the abstract is received after the deadline date, or (b) the abstract was submitted by fax.