Guidelines for Abstract and Case Review Submission

General Requirements

- **Eligibility:** Medical provider (MD, DO, RN, APRN, PA, RT, etc.) currently licensed and practicing at a medical facility or a physician in training.
- **Topics and Themes:** Care of the ECLS Patient.
    - **Scientific Abstracts:** may focus on original research, quality improvement projects, evidence-based practice, or programmatic innovations related to ECLS patient care.
    - **Case Review:** Present a case review of a former ECLS patient for whom you provided direct care.
- **Language:** All submissions must be in English.
- **Submissions:** The primary author or team of authors may submit one (1) abstract and one (1) case review for the conference.
    - The primary author will serve as the main point of contact for all communications from the review committee and is responsible for sharing information with co-authors.
    - Either the primary author or one co-author must be registered and attend the conference to present the accepted abstract or case review poster. Multiple authors are welcome to present together.
    - Presenters are responsible for their own expenses, including conference registration, travel, accommodations, and other related costs
- **Submission Deadline:** Abstracts and Case Reviews must be emailed to mcs@uky.edu by 11:59 PM EST on January 17, 2025. A confirmation email will be sent once the submission is received.

Structure and Formatting

- **Title Requirements:** The title should be concise, between 15–20 words or 100 characters, and clearly indicate the study's focus using keywords that highlight the main aspects of the study or case. Avoid abbreviations, acronyms, or jargon unless widely recognized (e.g., ECMO or ECLS), and spell out complex terminology for clarity. Capitalize only the first word and proper nouns.
- **Heading Sections:**
    - **Scientific Abstracts:** Should include the following sections: Introduction, Methods, Results, and Conclusion.
    - **Case Reviews:** Should include an outline of the case's key points for discussion, insights gained from the case, and lessons you would like to share with others.
- **Word Limit:** 500 words, excluding references, title, author names, and credentials.
- **Font and Style:** Use Times New Roman or Arial font, 12 pt for the main text. Titles may be bolded but should remain in 12 pt font. Single line spacing throughout. Left-align all

text, except the title, which may be centered at the top of the document. Use 1-inch margins on all sides. Bold all section headings.

- **Author Information:** List author names below the title, formatted as "First Name Last Name, Degree(s)." Include institution and affiliations below the author names, separated by a single line break.
  - o **Conflict of Interest:** Identify any potential conflicts of interest related to the content (e.g., commercial interest, affiliation with a vendor, receipt of royalties). Affirm that your abstract presentation will not be used to sell a product or service. Our team reserves the right to rescind the acceptance of an abstract due to any conflict of interest discovered after the fact.
- **References:** References should be placed at the end of the abstract and limited to 3 references, consistently using APA citation style.

Submission Process

- **Submission Deadline:** Abstracts and Case Reviews must be emailed to mcs@uky.edu by 11:59 PM EST on January 17, 2025. A confirmation email will be sent no later than 8:00 PM EST on January 22, 2025.
- **File Format and Naming:** Submit the abstract as a Word document (.doc or .docx) or PDF. Name the file in the format "LastName_FirstName_AbstractTitle".

Evaluation Criteria

- A committee will review submissions for abstracts and case reviews following these review rubrics:
  - o **Abstract Review Rubric:** see attachment "Dowload Materials"
  - o **Case Review Rubric:** see attachment "Download Materials"
- Notification of acceptance will be sent via email to the primary author on February 1, 2025, by 8:00 PM EST. This email will include guidelines for the poster presentation.

Contact information

If you have submission questions, please email Melissa Soper at melissa.soper@uky.edu.