

Collins Surgical Day 2018:

Instructions for Abstract Submission

Dates

Submission site opens:	March 1, 2018
Deadline for submissions:	April 1, 2018 at 23:59
Abstract notifications:	Week April 16, 2018
Collins Surgical Day:	May 11, 2018

Instructions

Only abstracts sent through the electronic portal will be considered for Collins Surgical Day presentations. Link will open March 1, 2018: https://www.surveymonkey.com/r/CSD2018_Submission

The submission site will ask for the following information:

- Name / phone / email
- Division
- Training status
- Research domain of abstract (i.e., clinical, translational, educational, or QI)
- Declaration of COIs
- Your advisor / PI
- A text description of your contribution to the project (to be supplied to reviewers)
- Preference for your expert reviewer: either from your research domain or division
- Option to indicate that your abstract is the designated oral presentation submission for your division

Title: The abstract title should be in sentence case. **Example:** Sutureless aortic valves: Who is the right patient?

Authors: The author list should only include the author names. **Do not** include any degrees, titles, or institutional appointments for any of the authors. **Example:** Arne Mehrkens, Ajay Matta, M. Zia Karim, Sarah Kim

Abstract text: It **must be a single paragraph** (not exceeding 2200 characters) with the following headings: Introduction, Methods, Results, Conclusions

- If there are any "returns", the text will not display past the first "return".
- **Do not** include the title or authors in this section.
- If there are any special characters, please indicate in comments, and we will update (e.g., use β for beta).
- If there are more than 2200 characters, you will receive an error message and will need to reduce the character count.
- You will be able to view an abstract proof (and make any corrections), prior to submission.

Questions

Christine Seabrook (Education Research & Projects Coordinator): cseabrook@toh.ca

Jennifer Artz (DoS Research Manager and Consultant) is available to answer questions and review your abstract prior to submission to ensure it contains all of the elements of a well-written abstract and conforms to the guidelines. Please send your abstract to jartz@toh.ca prior to March 15, 2017 in order to provide sufficient turnaround time in advance of the abstract deadline.