

## 2021 Moffitt Scientific Symposium Abstract Guidelines

- Please use the **2021 Moffitt Scientific Symposium Abstract Submission Form** (posted on the event website at <https://moffitt.org/scientific-symposium>) and only submit the Word version (i.e, do not submit a PDF version).
- Do not **exceed 2,000 characters (not including spaces) for the body of the abstract only**. NOTE: The title, authors, and table will not be counted towards the 2,000 character limit; however, the four headings (Background, Methods, Results, Conclusions) DO COUNT in this limit.
- Limit 1 data table per abstract. No illustrations/figures.
- Abstracts must be organized as follows, using the **2021 Moffitt Scientific Symposium Abstract Submission Form**:
  - **Title**
  - **List of authors with the presenting author denoted with an asterisk (\*). At least one Moffitt Faculty Member must be listed. Only one presenter per poster.**
  - **All Trainees (Fellows, Residents and Students) need to denote the Faculty Member(s) you want to acknowledge as your mentor(s) on the project with a plus sign (+) next to the Faculty Member(s)' name.**
  - **If you wish to include author affiliations, only use numbers to denote the affiliation, not letters or symbols.**
  - **Body of abstract: Abstracts received in the incorrect format without the following 4 headings will be rejected:**
    - **Background**
    - **Methods**
    - **Results**
    - **Conclusions**
  - **Data Table (if applicable)**
- Abstracts must include study results and conclusions. Describe the objectives and results of the research so that the Program Committee can evaluate the quality and totality of the abstract. **Abstracts that list "pending results and conclusions" will be rejected.**
- Case studies will not be accepted.
- Do not use proprietary names in the title or body of the abstract. If necessary, you may include the proprietary name in parentheses directly after the generic name on first use in the body of the abstract.
- Abbreviations are acceptable if the term is defined on first mention. Take particular care to identify complex chemotherapeutic regimens.
- Verify that all coauthors are aware of the contents of the abstract and support its data.
- Presenting author must agree at the time of submission to present the abstract if it is selected for presentation at the Symposium. (This includes being present during the scheduled time of a Poster Session).
- Submissions can include an abstract submitted to or previously presented at a national or local society meeting as long as the information is transferred to the 2021 Moffitt Scientific Symposium Abstract Submission Form.
- You will be given the option to allow your abstracts to be available for internal Moffitt viewing online.

### Spell out (in English) any Greek letters (i.e., "beta," "kappa,")

**BACKGROUND:** The introduction should be two or three brief sentences stating the reason for and the object of the study.

**METHODS:** A description of the methods necessary to evaluate the study must be included (i.e., a retrospective chart review, prospective trial, etc.). Detailed descriptions of laboratory techniques should not be included (i.e., measurements were made of calcium, etc.). Methods of specimen collection should be indicated. If the paper describes a study based on a laboratory technique, describe it sufficiently to be understood by workers in the field. Methods should occupy only a brief portion of the abstract.

**RESULTS:** The results should occupy one-half to two-thirds of the abstract. Specific data should be accompanied by p values whenever possible. Any additional data that enhances the abstract should be included. Statements to the effect of "...data will be discussed at the presentation..." are grounds for refusal of the abstract.

**CONCLUSIONS:** The conclusion should be no more than two or three lines indicating the significance of the results in terms of what was originally designed.

### REMEMBER TO INCLUDE:

- Why you did the study
- How the study was done
- What you found
- The importance of your findings