

# Instructions for Abstract Preparation & Submission

Submission  
Deadline  
**JUNE 17, 2024**

## Identification

Your submission **MUST** include the following information:

- Full Name, degree(s)
- Mailing address (no PO Boxes)
- Daytime telephone and e-mail address
- Current institution (where fellowship is being conducted)
- Previous institution (where research was conducted, if applicable)
- Year of fellowship (1, 2, 3)
- Study type: basic science or clinical research

## Format

**Title and Author:**

- Abstracts should consist of a brief title (Bold, Initial Capitals) descriptive of the research.
- Include first and last names and degrees of the authors.
- Underline the presenting author's name and list the name and location of the institution where research was completed.
- Do not identify authors in the body of the abstract.

**Text:**

- Abstract text must be 500 words or fewer.
- Sans serif font (such as Arial or Helvetica) is preferred.
- Do not use font sizes smaller than 10 point.

**Figures and Tables:**

- Please make sure all figures are high resolution (at least 300 dpi).
- No more than a total of 4 figures and/or tables per submission are permitted.
- Please limit figures to 1 graph or image each (ie, no multiple-part figures).
- All figures will be printed in black and white. Please keep this in mind and adjust your figures and legends accordingly.
- Legends should be included with figures and are not included in the 500-word limit
- Figures should be embedded in the abstract file and not included as separate e-mail attachments.

## Content

**Organize in the following manner:**

- a. Disclosure of relevant financial relationships (not included in word count).
- b. A sentence stating the purpose of the study, unless stated in the title.
- c. A brief statement of methods, if pertinent.
- d. A summary of results.
- e. A statement of conclusions reached. It is not satisfactory to state, "The results will be discussed."

## Submission

- Submit abstracts through the portal at **[njhealth.org/RDYIF2024](https://njhealth.org/RDYIF2024)**
- All identification information listed herein **MUST** be included with your abstract.
- Abstracts that do not have complete identification information may not be accepted.

## Abstract Submission Deadline

All abstracts must be received by midnight PST **June 17, 2024**.

## Notification

**Abstract Receipt:**

- Notification of abstract receipt will be provided to you via e-mail.

**Abstract Acceptance:**

- Notification of abstract acceptance or rejection will be provided to you via e-mail in July 2024.

If you have additional questions or are having trouble submitting your abstract, email [ProEd@njhealth.org](mailto:ProEd@njhealth.org) or call (303)398-1000.