



# Abstract Writing and Submission Guideline: Case Report Category

## Section I: Abstract Writing

### Overview

Use the following guidelines to write an abstract in the category of “case report” (i.e. the presentation of a specific client from your clinical practice.)

A good abstract provides a well-organized, detailed, and transparent summary of your work. Writing a quality abstract is an important step in having your work accepted for presentation at the Symposium or any academic conference. Accepted abstracts will be published on the MUIH website prior to the Symposium and, if done well, will help generate interest in your work.

### Guidelines (All fields must be included in your abstract)

**Note: All fields must be included in your abstract and your completed abstract must be 300 words or less (not including title and author information).**

**Title:** Approximately 10–12 words identifying key components of your case report. When applicable, include components such as client’s primary reason for seeking care, clinical assessment, and/or main treatment. The title should make it clear that the poster is a case report. Capitalize the first word of the title, all “major” words, and all words of four letters or more.

**Author Information:** List initial(s) and last name of all authors in descending order of

contribution. If a senior researcher is involved in the project, they can be listed last. Include academic affiliation for each of the authors (e.g. Nutrition Department, MUIH).

**Background:** Briefly describe the background for the case. Introduce the issue that the case addresses. Explain why this case is noteworthy and what it adds to current knowledge. This section helps answer the question, “why should we care?” You may want to end the introduction with a sentence that states explicitly why the case is being reported.

**Case Description:** This section should be the longest and most detailed part of the abstract. Relevant information may include basic demographics, client’s main symptoms or other reasons for seeking care, clinical findings, clinical assessment, treatment plan, and health outcomes. Given the space limitations, include only the information relevant to your reason for presenting the case.

**Conclusion:** This section should state the main “take-home” lesson(s) from the case. If reporting on outcomes, remember that case reports do not typically demonstrate cause and effect. Be careful not to overstate the conclusions but instead describe the strengths and limitations of the case. You may want to add a sentence or two about the implications of the case for practice or future research.

**Examples:** Here are three sample abstracts for case reports. The abstracts are from journal articles, not posters, but they include all the relevant components. Note: There are many variations to abstracts. None of the following abstracts follow the exact content as described above.

<http://www.ncbi.nlm.nih.gov/pubmed/25532007>

<http://www.ncbi.nlm.nih.gov/pubmed/24731906>

<http://www.ncbi.nlm.nih.gov/pubmed/24278841>

## Section II: Abstract Submission

Follow the instructions below to complete the [Abstract Submission Form for Case Reports](#). The deadline for abstract submission is 11/30/2015. The Program Committee will review abstracts on a rolling basis and notifications of acceptance will be sent no later than 12/18/2015.

The form elements and instructions for the [Abstract Submission Form in the poster category of "Case Report"](#) are as follows:

Form Element	Instructions
Name and Academic Affiliation for Presenting Author	<p>Enter the first and last name of the "presenting author".</p> <p>The presenting author 1) must be responsible for at least as much work on the poster as anyone else, 2) will serve as the contact person going forward, and 3) will present the poster at the Symposium (Note: If the "presenting author" cannot attend the Symposium, he/she must be available for a pre-arranged phone call if judges have questions about the poster.)</p> <p>Select the primary department and academic affiliation for the <u>presenting author</u> (e.g. Nutrition Department, MUIH).</p>
Primary Role at MUIH	Select the primary institutional role (Student, Graduate, Faculty, or Staff) for the <u>presenting author</u>
Email Address	Enter the "@muih.edu" email address for the <u>presenting author</u> (or other primary email address if a graduate of MUIH)
Additional Authors	<p>Enter the initial(s) and last name of <u>all other authors</u> on the poster. Select the primary department and academic affiliation for <u>each of the authors</u> (e.g. Nutrition Department, MUIH).</p> <p><b>Note:</b> If the poster wins an award, all authors will be recognized as awardees but the monetary award will go the presenting author.</p>
Title of Poster	Enter the title for your abstract (See Section I of this document for guidance)
Background	<p>Enter the "Background" for your abstract (See Section I of this document for guidance)</p> <p><b>Note:</b> When <u>adding together</u> the "Background", "Case Description", and "Conclusion" sections, the total word count cannot exceed 300 words.</p>

Form Element	Instructions
Case Description	Enter the "Case Description" for your abstract (See Section I of this document for guidance)
Conclusion	Enter the "Conclusion" for your abstract (See Section I of this document for guidance)
Symposium Participation Statement	<p>Presenting author, choose the statement that reflects your ability to participate in the Symposium.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• If my abstract is accepted, I will be physically present to discuss my poster at the MUIH Symposium from 4pm to 8pm Eastern Standard Time on 3/11/2016.</li> <li>• If my abstract is accepted, I will <u>not</u> be physically present at the Symposium. If requested, I will make myself available for a pre-arranged phone call to discuss the poster with the judges.</li> </ul>