

## Clinical Research Abstract Form Instructions

**\*Residents or fellows must be an author AND be the presenting author from one of our residency training programs: medical, podiatry, pharmacy, physical therapy from the Jacksonville campus\***

**Note:** You must have IRB Approval for your clinical research either as Exempt, Expedited, or Full Board and upload the IRB Approval letter, unless this is a meta-analysis or systematic review. **Abstracts are due Friday, March 6, 2026 by 11:00pm.**

### **ABSTRACT PREPARATION**

The Abstract should adhere to the following guidelines:

**Abstracts\* are limited to 2,500 characters (includes spaces and punctuation). One table or graph can be uploaded as part of the abstract (does not count toward characters). Best practice is to create your abstract in a WORD document following the structure below and copy and paste the abstract into the online form. You must use Google or FireFox as your Browser and sign-in with a G-mail account: <https://forms.gle/ADAixaDzkLdWTwvK9>**

*Abstracts are submitted electronically via Google docs. This requires you to use a Google Account (gmail account). If you do not have a gmail, it is easy to create at <https://www.google.com/account/about/>. When adding your email in the form, use your UF Jax email as we may use both emails to communicate with you.*

\*Abstracts larger than the 2,500 characters will not be able to be submitted. Your title and authors are not part of the 2,500 characters and will be entered into a separate field than the body of the abstract. However, the subheadings do count in your character count. You must identify a faculty mentor by an \*\* in the authors list and your abstract must be reviewed by your mentor. Be sure to proofread your abstracts, as they will be published on the website.

**TEXT:** Structure the body of the abstract in the following manner, making sure to address each heading:

***Clinical Research:*** Each underlined section must be included.

**Title:** As a sentence.

**Authors:** List authors (\*the presenting author), department, and institution, (\*\*Denotes faculty mentor)

**Background/Introduction:** A brief statement of the literature, purpose of, or reason for, the report.

**Methods:** A brief description of the design of the study.

**Results:** A summary of the results presented in sufficient detail to support the conclusions. Statements such as “the results will be presented” or “other data will be presented to support...” are discouraged. Data must be presented in the abstract.

**Conclusion:** A statement of the conclusion based on the data presented.

- **Abbreviations:** Use only standard abbreviations. Special or unusual abbreviations should be placed in parentheses after the first appearance of the full word. Numerals rather than words can be used to indicate numbers.
- **Proofread:** Proof the abstract carefully to avoid errors before they are submitted. The program committee will not make changes to the abstract or accept any revisions or corrections to abstracts once they are received.
- **Faculty Mentor-** Faculty must have read and approved the abstract
- **Table or Graph:** One table or graph can be uploaded as part of the abstract as a picture or PDF
- **IRB Approval:** You must have IRB Approval for your clinical research either as Exempt, Expedited, or Full Board and IRB Approval letter must be uploaded in the digital form, unless this is a meta-analysis or systematic review.

Resource: <https://www.acponline.org/membership/residents/competitions-awards/acp-national-abstract-competitions/guide-to-preparing-for-the-abstract-competition/writing-a-research-abstract>