APMA Call for Abstracts Guidelines

The APMA 2016 Annual Scientific Meeting (The National) will be held July 14–17 at the Pennsylvania Convention Center in Philadelphia. If you would like to share your research expertise on a topic relevant to caring for the foot and ankle to attendees, **thoroughly read the guidelines below prior to completing a submission**. The submission site will open January 4, 2016.

**ABSTRACT GUIDELINES**

Research topics may include, but are not limited to, the following: Adult Reconstructive Ankle, Adult Reconstructive Foot, Arthroscopy, Biomechanics and Orthoses, Coding and Reimbursement, Complementary and Alternative Medicine, Dermatology, Diabetic Conditions of the Foot, Education, Foot and Ankle Surgery, Gait Analysis and Foot Pressure, Heel Pain, Onychomycosis and Other Nail Disorders, Physical Therapy and Rehabilitation, Podiatric Sports Medicine, Podopediatrics, Public Health, Practice Management, Tumors, and Wound Care.

**Policies Governing Accepted Submissions**

- All abstracts must be submitted **online** by **January 29, 2016** at 11:59 p.m. EST. Extensions will not be granted.
- All submissions must have at least one podiatric physician listed as an author.
- **All podiatric physicians and podiatric medical students listed as authors must be APMA members in good standing.**
  - If the podiatric physician listed as an author is not an APMA member, the podiatric physician must join APMA or be removed from the abstract. Please refer to the membership information on APMA.org to join.
  - If the podiatric medical student listed as an author is not an APMA member, the podiatric student must opt in to membership. Login to APMA.org is required.
- Faxed, mailed, or e-mailed abstract submissions will not be accepted.
- Once an abstract is accepted, additional authors cannot be added.
- Research must be completed at the time of submission.
- Industry-sponsored abstracts can be submitted for consideration. An abstract is considered Industry-sponsored if any of the following conditions exist: grants, research support, consultant status, stock (or stock options) shareholder status, honoraria, or other financial or material support from industry. These abstracts will be considered for poster presentation only and will not be eligible for the APMA Abstract Competition. A $250 submission fee is required.
- Abstracts should not be commercial in nature or overtly promote any product.
- Encore abstracts will be considered.
Abstract Submission Process

- A new user account must be created.

The submission form includes the following sections:

- Presentation Consideration Type
  Abstracts may be submitted for consideration in one of three formats: Oral, Poster, or both Oral/Poster. Abstracts for both oral/poster consideration will be reviewed for oral presentation first. If the abstract is not accepted for oral presentation, it will be considered for poster presentation. Industry-sponsored abstracts will be considered for poster presentation only.

- Study Design
  Acceptable study designs include case report, prospective controlled trial, prospective randomized controlled trial, retrospective chart review, literature review, and survey.

- Title
  The abstract title must be concise and define the topic clearly. The title of the abstract cannot be changed after the abstract is submitted because the title will appear in the abstract booklet as it is entered on the submission form.

- Abstract Body
  The body of the abstract is limited to 300 characters (not including spaces) and should only contain the introduction/purpose, methods used, results found, and conclusion.

- Learning Objectives
  At least three learning objectives must be provided. A learning objective is a written, explicit statement that indicates what the participant is expected to accomplish upon completion of the oral abstracts session or poster abstracts symposium.

- Author Name(s)
  Primary Author: The primary author is the lead author of the abstract.
  Co-authors(s): A co-author is an author who has assisted with the research of the abstract. All of the co-authors involved with the research should be listed. There is no limit to the number of co-authors whose names can be added.
  Corresponding Author: One of the authors must be identified as the corresponding author. Notification of acceptance or rejection of an abstract and future correspondence will be made to the author identified as the corresponding author. The corresponding author should keep all other authors informed of any abstract correspondence or changes.
Presenting Author (poster abstracts only): One of the authors on the abstract must be selected to present the poster during the poster abstracts symposium. More than one presenting author is allowed, however, only one complimentary meeting registration per abstract is offered to the presenting author.

- Charts, Graphs, and Tables
  Charts, graphs, and tables can be uploaded to provide additional research information or findings.

- References
  Where applicable, a list of references must be included. The reference information will not affect the acceptance/rejection of your abstract submission.

- Declarations and Disclosures
  It must be disclosed if the work in the abstract or substantially similar work has or will be presented or published previously.

- Affiliation or Financial Interests
  Any affiliation or financial interests associated with the research must be listed. Grants, research support, consultant status, stock (or stock options) shareholder status, honoraria, or other financial or material support (e.g., Smith, Medical Products, Inc., Consultant) must be included as well.

  While an interest in or affiliation with a corporate organization does not prevent you from making a presentation, the relationship must be known. Failure to complete the statement will prohibit the consideration of the abstract.

- Edits to the abstract can be made up until the deadline. After an abstract is submitted and accepted, changes cannot be made.

APMA reserves the right to reject incomplete abstracts and withdraw a presentation at any time.

It is the responsibility of the submitting author to ensure the abstract is in perfect order with no errors in spelling or grammar.

**Grading Procedures**

- Abstracts will be read in a “blind” fashion. Author names and institutions of origin will not be identified.
- Graders are podiatric physicians. Each abstract is reviewed and graded by at least three graders, and the final grade is determined by averaging the graders’ ratings.
• Grades are influenced by: significance of the study, content and clarity, specific number of cases or specimen studies, clinical or research data to support the study’s conclusions, minimum follow-up of one year per patient for results describing reconstructive procedures, and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.

Abstract Preparation and Presentation

If an abstract is selected for oral presentation, the primary author identified on the submission form will receive an invitation to participate as a member of the 2016 APMA Annual Scientific Meeting (The National) faculty and the abstract will be incorporated into the educational program at The National.

If an abstract is selected for poster presentation, the corresponding author will be notified. The poster will be displayed for the entire meeting (three days). The poster exhibit should not be commercial in nature or overtly promote any product. Trade names may be used but should be used with discretion. Clear identification that “this poster exhibit is sponsored by [company/sponsor]” should be noted.

APMA does not provide travel reimbursement, honorarium, or per diem for poster abstract presenters. Complimentary registration will be provided to the author presenting the poster abstract at The National.

Poster Set-up:
APMA will provide a four-foot tall by eight-foot wide tack board. Posters should not be larger than the provided tack boards. Presenters are required to provide their own tacks/mounting materials. Handouts of the poster are allowed.

Poster Removal:
Posters must be removed before the closing of the exhibit hall on Saturday, July 16, at 2:00 p.m. APMA is not responsible for posters left after the conclusion of the meeting.

Abstract Competition

All non-industry-sponsored oral and poster abstracts presented at The National will be eligible for the APMA Abstract Competition. The top three accepted abstracts in each of the categories below will be selected by a panel of judges appointed by the Annual Meeting Committee. The winners will be announced at the meeting. First-place winner will receive $500, second-place winner will receive $250, and third-place winner will receive $100. Please note that awards will be given to the primary author only.

The six categories of awards are as follows:

• Outstanding oral abstract presentation
• Outstanding single case or small case study/series poster abstract
• Outstanding large case study/series poster abstract
• Outstanding resident poster abstract
• Outstanding student poster abstract
• Outstanding American Public Health Association (APHA) Podiatric Health Section (PHS) student public health poster abstract*

*The new Outstanding APHA PHS student public health poster abstract category recognizes one poster abstract on public health or disparities. The podiatric student must be a member of APHA PHS as well as a member of APMA. Only one winner will be selected to receive $250 and the Arthur E. Helfand, DPM award.

Award Criteria

The judges will consider the visual design and impact of the poster as well as the significance of the study, including its importance to the advancement of the practice of podiatric medicine. Other factors that the judges will evaluate include: the study’s content and clarity; specific number of cases or specimens studied; clinical or research data to support study conclusions; minimum follow-up of one year per patient for results describing reconstructive procedures; and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.

The APMA Board of Trustees, abstract judges, chair of the Annual Meeting Committee, or employees/independent contractors of APMA are ineligible to participate in the APMA Abstract Competition; with the caveat that residents supervised by the above-referenced parties may participate, but the above-referenced parties may not receive any monetary award.

Questions? E-mail Scientific Affairs Education Program Coordinator Maria Hrabak.