**Guidelines for Oral or Poster Submission**

Please read through each section carefully prior to submitting an abstract. If you have further questions, contact abstracts@stti.org.

**General Information**

- Note, peer reviewers will be using a rubric to review your abstract submission. See the [conference rubric](#) for more information.
- Completed work or projects may be submitted for either oral or poster presentation. If the work or project is not yet complete, the abstract may only be submitted as a poster presentation.
- If successfully reviewed, **final abstract acceptance will be conditional upon registration by the presenting author.**

  *Please see the Honor Society of Nursing, Sigma Theta Tau International (STTI) Presenter Acceptance Policy regarding accepted presenters who do not present. Accepted presenters who do not attend will be sent a follow-up letter explaining the policy for “no-shows.”*

- Presenters assume all costs related to travel, accommodations, and other expenses related to their presentation.
- The presenting author should be listed first in the order of authors. **All communications will be directed to the presenting author only.**
- In addition to the abstract, a profile for each author (contact and biographical information) and conflict of interest form is required. Please remember to include any and all members of your team or anyone who you may wish to give credit to for the work you are submitting. Once the abstract submission deadline has passed, you may not be able to add authors/presenters to the abstract.
- Enhanced abstracts, presentation slides, and author information will appear in a compiled Conference Proceedings electronic file which will be uploaded to STTI’s Virginia Henderson Global Nursing e-Repository (Henderson Repository).
- STTI is committed to worldwide collaboration. Please include global implications as relevant to your work.

**Submission Process**

- Abstracts can only be submitted in English.
- Abstracts should be between 300-1,500 words. The title, presenter information, learning objectives, and references **should not be included** in the body of the abstract. In-text citations, however, are appropriate. Full references are required in an additional field.
- The use of a word processing program, rather than the submission form, is recommended for composing the abstract. Please check spelling, word count, and conformation to the guidelines prior to copying the abstract onto the submission form.
- All abstract and presentation materials must be in compliance with international copyright laws.
- Abstract content and the presentation focus should be original (not previously published or presented). As long as the title and abstract are different from what has been previously published or presented, the submission is eligible.
- **Submission Due Date:** Submit all abstracts no later than midnight Eastern Time on **6 April 2016**.
- An email with submission ID # and a password will automatically be sent to the email submitted on the first page of the submission once the first page has been submitted. The link within this email can be used to access the submission at any time prior to the submission deadline. The ID # will be used for uploading the PowerPoint presentation if the abstract is accepted for presentation.
- An individual may submit more than one abstract; however, if successfully reviewed, **only one oral and one poster submission will be accepted for presentation in a given category.**
- Abstract submissions that are incomplete after the submission deadline will not be eligible for presentation and will no longer be accessible by the authors.
- **Email confirmation** of completed abstract submissions will be sent to the presenting author only upon receipt of the complete submission.
- **Email notification of abstract acceptance** will be sent to the presenting author only, by **May 2016**.
As of January 2016

- The authors’ failure to return the “intent to present” information will disqualify the abstract from presentation.
- PowerPoint presentation must be uploaded by the identified deadline. No audiovisual (A/V) capability will be available for any presentation that is not uploaded by the deadline.

**Submission Guidelines**

A complete oral or poster presentation submission includes the following:

- **Title Step**
  - **Title** (Maximum of 15 words)
  - **Abstract Describes** (Select “Completed Work/Project” or “Ongoing Work/Project”)
  - **Preferred Presentation Format** (This is the format in which the author prefers to present.)
  - **Abstract Summary** (Please provide a brief description of the educational activity. This will be for use in promotional materials, such as event brochures or marketing materials, if the abstract is accepted. This should be a short (minimum of 25 words, maximum of 50 words), compelling description of the abstract that describes what participants should expect by attending the session.)
  - **Purpose** (Please state the purpose of the session by completing the sentence, “The purpose of this presentation is to…” in 50 words or less.)
  - **Target Audience** (Please state the target audience by completing the sentence, “The target audience of this presentation is…” in 50 words or less.)
  - **Target Audience Group** (Please select all of the following general descriptions that best defines the target audience: clinical, academic, administrative.)
  - **References** (Please list at least two references in APA format.)
    - These references should be current, meaning not older than five (5) years unless they are classic works such as: Benner, P. (1984). From novice to expert: Excellence and power in clinical nursing practice. Menlo Park, CA: Addison-Wesley.

- **Learning Activity Step** (Each submission must have at least two objectives.)
  - **Learning Objectives** (A learning objective is a full sentence outcome statement that captures specifically what knowledge, skills, or attitudes learners should be able to exhibit following the presentation or poster. Each should complete the sentence, “The learner will be able to…”)
    - List at least two (2) specific objectives for the abstract related to the purpose of the activity. Each objective should have one measurable action verb and should specify what the learner will know or do once the objective has been completed.
    - You can use something like Bloom's Taxonomy to identify appropriate verbs based on your desired learner outcomes.
  - **Expanded Content Outline** (Provide an outline for the content or information that you will be presenting (either oral or poster) in order to meet the learning objectives you provided.)

- **Keywords Step**
  - Enter three (3) keywords or phrases that relate to the topic, practice setting, and/or target audience. Three (3) keywords are required.
  - Click box next to keyword to save.

- **Abstract Text Step**
  - Abstracts should be between 300-1,500 words. No references should be included except in-text citations. The actual references should be included on Step 2 in the “Reference” field.
  - We suggest that abstracts be developed offline before accessing the online submission form. Use the spell check and word count features of your word processor to check the text of the abstract before submitting it.
  - Please remove all references to the title and author information on the abstract before completing the submission.

- **Author Step** – This is the step where all authors or contributors should be listed. No additional authors can be added after the submission deadline.
  - Search by email address of first author.
  - If email address found, click the radial button next to the appropriate name and click "select" to choose or "select and edit" to choose and edit the information currently in the system
  - If email address is not found, input all author information as follows:
    - Given and Middle Name or Initial
    - Surname/Family Name
    - Credentials/Completed Degrees (Please list all completed degrees beginning with the highest nursing degree. Degrees in progress should not be listed.)
    - Certifications (License [RN], followed by certifications, followed by fellowship and other credentials)
    - Email Address (Should already be completed with the address input to search for author)
- **Alternate Email Address** (Not required, but helpful if there are any issues with receiving email on the first email address from a bulk mail server)
- **Sigma Theta Tau International Chapter (Region)**
- **Professional Experience** (For ANCC accreditation purposes, please describe your expertise and years of training specific to this educational activity. (If the description of expertise does not provide adequate information, the Nurse Planner for the program may request additional documentation.) Please **limit to 150 words or less**. Separate each entry with a line break. No special formatting is allowed or supported in this box.)
- **Education** (For ANCC accreditation purposes, please include basic preparation through highest degree held. Please show for each degree: degree, year -- Institution name, city, state -- major area of study. Separate each entry with a line break. (e.g., "BS, 1973 -- Tufts University, Somerville, MA -- Nutrition").)
- **Author Summary** (Provide professional expertise as a speaker introduction. This would be read aloud prior to the session or printed in brochures or marketing materials and should be written in third person. Include what the audience should know about you that relates to the educational content you are about to provide. This should be short (**maximum of 75 words**) and specific to your professional background.)
- Check box to indicate membership in CIRC (Caring International Research Collaborative).
- **Institution/Organization Name**
- **Position Title**
- **Department/Group**
- **Address** (two lines available)
- **City**
- **State/Province**
- **ZIP/Postal Code**
- **Country**
- **Phone Number**
- **Fax Number** (if applicable)

  - If additional authors are needed, click "Add New Person" button under the table where name is shown and repeat the above steps.

- **Participant Agreement Step**
  - This is the standard form that all authors complete.
  - All boxes must be checked and the signature line electronically signed in order to move on to the next step.
  - Based on past questions staff have received, the check box for original work is applicable only if the title and abstract being submitted are different from what has been previously published or presented.

- **Disclosure Step**
  - Each author must complete a conflict of interest disclosure form.
  - A link to complete the form will be sent to each additional author when added as a contributing author to the email address included to the system.
  - Do you have a conflict or perceived conflict based on information provided on the screen? Respond yes or no. If response is yes, a table appears for completion to explain the conflict.
  - All disclosures must be completed to be considered a complete submission.
  - Click "Save and Continue" to complete the submission.

- **Confirmation Step**
  - This step is a confirmation of all the materials that were put into the system.
  - Nothing is required on this page, but can be printed for authors’ records.

**Presentation options include the following:**

- **Oral Presentations:**
  - Individual abstract (up to 15-20 minute presentations; to be included in a group of three abstracts around a similar topic **grouped together by the program committee** from individual abstracts accepted for presentation. A concurrent session is allotted 15 minutes for individual abstract presentation with five minutes for audience questions. **Submit Here**

- **Poster Presentations:**
  - A traditional poster session is a single abstract presentation of research or evidence-based information by an individual or representatives of research teams with an academic or professional focus. The work is peer-reviewed and presented on a large, usually printed placard, bill, or announcement, often illustrated, that is posted to publicize. It can also be a visual display of completed or in-progress work. **Submit Here**

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As of January 2016