

AMERICAN CHIROPRACTIC BOARD OF SPORTS PHYSICIANS™

INSTRUCTIONS TO AUTHORS OF ABSTRACTS FOR THE CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM

The Chiropractic Sports Sciences Symposium is a multi-disciplinary event and abstracts are welcome from: chiropractic physicians; medical physicians; osteopathic physicians; psychologists; dentists; professors of biomechanics, physiology, motor learning, motor development; athletic trainers, physical therapists; nutritionists; and students of all the above fields (for a separate student section).

FORMAT OF THE ABSTRACTS

The American College of Sports Medicine (ACSM) format for the abstracts has been used as a model.

- A. Two (2) formats of the abstract should be submitted. One should be no more than 500 words in length and the other should be a shorter version totaling no more than 250 words in length. The reasoning behind this requirement is that many academic journals consider abstracts of 500 words in length presented at academic conferences to be previously published material. This renders any 500 word abstract presented at the ACBSP Chiropractic Sports Sciences Symposium ineligible to be published in many academic journals. 250 words is an acceptable length to publish and not be considered previously published material should the abstract be developed into a full article.
- B. The deadline for acceptance for review varies by the schedule of the annual symposium. The deadline is customarily two months before the date of the symposium, however, one should check with the ACBSP website, www.acbsp.com, for specific dates. Any abstract received after that time will be returned without consideration.
- C. There is no limit at this time for the number of abstracts that may be submitted with the same senior author.
- D. There is a limit of three (3) authors who are attempting to complete their written requirement towards the DACBSP certification. Additionally, coauthors of a single clinical case study must practice in the same approximate geographical location in order for the abstract to be accepted (i.e. three coauthors of a single clinical case study may not be from Los Angeles, Chicago, and New York).
- E. The abstract will be accepted without revisions, accepted with revisions, or rejected. Accepted abstracts will be either a podium presentation or poster presentation.
- F. Scientific abstract content:
 1. The scientific abstract must contain the following:
 - a. statement of the study's specific objective
 - b. statement of methods
 - c. a summary of the results
 - d. a statement of the conclusion (It is unacceptable to state: "The results will be discussed").
 2. Use standard abbreviations and punctuation. When using abbreviations in the body of the abstract, spell out the first mention, followed by the abbreviation in parentheses. Tables, line graphs, bar graphs and pie charts are acceptable for the poster format at this time. The Coordinator may discuss this with the ACBSP to change the rule.
 3. Prospective studies in which human studies may be exposed to potential harm must have a signed form of Informed Consent and Subject Rights. Animal studies

must comply with National Institute of Health (NIH) guidelines regarding use of animals.

4. Title and author notation
 - a. Type the title of the paper in all caps and in bold. Title should be succinct, descriptive and limited to fewer than 15 words. On the next lines, indent three times and type the author's name using initials only for the first and middle names, followed by additional authors. Indicate additional credentials relating to sports medicine/sports science (i.e. CCSP, DACBSP, FACSM, DABCO, CSCS, CCN, etc.). Immediately following the author's names, type institutions, city and state where the case was analyzed.
5. The scientific abstract body should be typed in one paragraph, flush left, single spaced, 12-point, Times New Roman font. Although the body of the paper is to be written as one paragraph, each section of the body should begin with the following headings in all caps: OBJECTIVE, METHODS, RESULTS, and CONCLUSIONS. Each category heading should be in bold. For clinical case paper instructions, see below.
6. Do not refer to university, city, grant funding or corporate sponsorship in the body of the abstract.
7. The abstracts must be submitted electronically.
8. Acceptable abstract categories
 - a. Athletic care/trauma
 - b. Biomechanics
 - c. Body composition
 - d. Physiology (exercise, cardiovascular, cardiopulmonary, environmental effect, thermal regulation, fluid and electrolyte balance, lipid, carbohydrate and protein metabolism, skeletal muscle)
 - e. Competitive athletes (physiological function, nutrition, biomechanics, psychology)
 - f. Endocrinology
 - g. Epidemiology
 - h. Exercise evaluation
 - i. Fitness
 - j. Growth, development and aging
 - k. Motor learning, development, control
 - l. Nutrition and sports
 - m. Psychology and psychiatry
 - n. Rehabilitation
 - o. Research design and statistics
 - p. Clinical case papers

Clinical case papers will use the following format:

 - i. Category:
 - General sports medicine
 - General sports chiropractic
 - Head, neck and spine
 - Extremity
 - Musculoskeletal
 - Pediatric
 - Geriatric
 - ii. A brief history and pertinent physical exam of the case should be identified
 - iii. The history and exam should be followed by:
 1. Differential diagnosis
 2. Tests and results
 3. Final/working diagnosis
 4. Treatment
 - iv. The title should be succinct and in all caps and in bold. Indent three lines and type the first author's name (initials only for the first and middle name) followed by additional authors. Immediately following the author's names, type institutions or

clinic name, city and state where the case was analyzed. Indicate additional credentials relating to sports medicine/sports science (i.e. CCSP, DACBSP, FACSM, DABCO, DACBR, etc.). The title should be in bold, 12-point, New Times Roman font.

- v. The clinical case paper should be typed in two paragraphs, flush left, single spaced, 12-point, Times New Roman font. The first paragraph should state the history of the case (begin by typing HISTORY in all caps). The second paragraph should outline the physical exam (begin the second paragraph by typing PHYSICAL EXAMINATION in all caps). Type the following headings in all caps as well DIFFERENTIAL DIAGNOSIS, TEST AND RESULTS, FINAL/WORKING DIAGNOSIS, TREATMENT. Each category heading should be in bold.

Send an electronic copy via e-mail to the Coordinator of Abstracts for this year's Chiropractic Sports Sciences Symposium. Electronic copies need to be submitted in the form of a Microsoft Word or Microsoft Word for Mac .doc or .docx format. No .htm or .pdf files will be accepted. Please notify the Coordinator if you are a student. The abstract will be sent for triple blind review. Only the senior author (first author noted) will be notified of the outcome of the reviews by the Coordinator. It is the responsibility of the senior author to notify the other authors. The notification will include acceptance without revision, acceptance with revision required, or rejection.

Once the author has been notified of the need for revisions, he/she has one (1) week to make the changes and resubmit the abstract to the Abstract Coordinator. Any delay past one week will result in the rejection of the abstract.

Other primary reasons for rejection include any of the following:

1. The scientific quality of the study was inferior or inadequate.
2. Authors failed to include any objective results and data.
3. Authors merely reported results confirming existing studies (i.e. repetitious findings).
4. The abstract did not clearly indicate the purpose of the study and the significance of the findings.
5. The work is plagiarized or fraudulent.
6. Conclusions were not stated or the phrase "the results will be discussed" was used as a concluding sentence.
7. If an abstract is rejected for reasons other than plagiarism or fraudulent data, the author will be referred to the Mentorship Committee which was formed in 2005 to assist candidates with the writing process. The Chair of the Mentorship Committee is Dave Parish, DC, DACBSP. Dr. Parish's e-mail address can be found through the Certificant Directory in the ACBSP website, www.acbsp.com. Dr. Parish will assign a volunteer mentor to the doctor(s) through this writing process. If enough time remains, the author may have the opportunity to re-submit his/her/their abstract again for review for the same Symposium. Otherwise, the abstract will have to wait for the next year's Symposium or it can be submitted to other ACBSP approved organizations.

The ACBSP approved organizations include:

- American College of Sports Medicine (ACSM);
- National Strength and Conditioning Association (NSCA);
- World International Olympic Committee Congress on Sports Science (IOC);
- American Academy of Orthopedic Surgeons (AAOS);
- National Association of Athletic Trainers (NATA);
- American Physical Therapy Association (APTA);
- American Orthopedic Society of Sports Medicine (AOSSM).

Any other organizations that the candidate wishes to submit an abstract must receive pre-approval from the Board of Directors of the American Chiropractic Board of Sports Physicians (ACBSP).

Once this process is complete, the author will be notified whether the abstract will be a podium or poster format.

- G. Failure to appear for an accepted and scheduled podium or poster presentation at the Chiropractic Sports Sciences Symposium will result in the following:
1. All authors of the abstract who are submitting the abstract for completion of their DACBSP written requirement must be present for the podium or poster presentation. If any of the authors are not present for either of their possible presentations, the written requirement of the DACBSP will not be completed.
 2. If an author has an emergency, it is his/her responsibility to notify the Abstract Coordinator and the ACBSP Associate Director that due to unforeseen problems, he/she will not be able to attend. The abstract will be removed from the podium or poster presentations and the written requirement will not be completed. The author may submit the abstract the next year or submit it to one of the other approved organizations. The written requirement will only be completed once the abstract is presented at the symposia or conference in either podium or poster format.
 3. If an author fails to appear for his/her presentation and did not provide advanced notice of his/her inability to attend the Symposium, the abstract will be removed from the podium or poster presentation and the abstract will not complete the written requirement. Additionally, the author(s) will be denied an opportunity to submit an abstract for the following two years. If the author is unsure of his/her ability to attend the symposium, then he/she should not submit an abstract.
- H. If the abstract is accepted for podium presentation, the Power Point format will include the following:
1. title slide
 2. author's slide and institution/facility/location
 3. purpose
 4. methods and materials
 5. results
 6. conclusions
 7. other relevant data, charts, graphs
 8. do not add superfluous, or promotional, photos to a podium presentation. This is not a lecture and does not require "filler" slides for entertainment purposes.

The total number of slides should range between 8 and 24 and will vary with topics and speed of the presenter.

Photo images that are not of clinical or scientific purpose should not be included. An abstract presentation is not a long lecture. It is a brief scientific presentation. The Abstract Coordinator will delete photo images that do not pertain to the abstract topic and/or have only promotional value.

A form of video media file may only be included only if it proves to be essential to the presentation (e.g. kinetic MRI studies, videofluoroscopy, arthroscopy and endoscopy). Biomechanical cinemagraphic analysis video will be permitted only if still photographs presented in slide format will not suffice. This must be discussed with the Coordinator first. This is a scientific symposium and the use of video for promotional, entertainment or "flashy" purposes is not permissible.

In order to have a timely and seamless podium presentation, the Power Point podium presentations must be submitted to the Abstract Coordinator no later than three (3) weeks

before the Symposium. This allows all the presentations to be placed on one flash-drive so there is a time-saving and easy transition from one presentation to the next. Failure to provide the Power Point presentation in this timeline will result in the rejection of the abstract and it will not complete the written requirement. Check with the Abstract Coordinator to determine if you need to bring your own laptop.

The ACBSP will print the posters for the poster presentations at no cost to the authors.

2011 Abstract Coordinator:

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