B. AOA RESEARCH ABSTRACT CRITERIA

The following criteria are for structured abstracts in which authors summarize their research under several short headings (see #7 below). Descriptive abstracts and informative abstracts, i.e. reviews or case reports, are not accepted for the research conference.

1. Please review the abstract category before submission. If an incorrect category is made, please submit the abstract to the correct category before the deadline.

2. The information presented in the abstract must be original, not a duplicate and not previously published in a peer-reviewed journal.
   a.) Abstracts that appear to be replicate versions of a single study will be rejected. Submissions will be checked for duplication and replicated versions will be rejected.
   b.) Abstracts are not eligible for consideration if the paper has been presented at a U.S. National or international meeting held in North America before the AOA research conference.
   c.) Abstracts are not eligible for consideration if the manuscript of the abstract has been published before the AOA Research Conference.

3. Abstract text is limited to 2500 characters including spaces.

4. Abstracts must be free of typographical and other errors. If the author finds any errors, the abstract may be withdrawn or, if the abstract is accepted and the author discovers errors, the errors may be indicated during the presentation.

5. After your completed abstract has been submitted, revision will be possible until the deadline. An email should be sent to the AOA Division of Research Development of the changes needed. Abstract authors may not be added, deleted, or the order of the authors’ names be revised after the deadline.

6. Do not use abbreviations, unless spelled out first, acronyms, footnotes, or references in the abstract.

7. All abstracts should have a clearly stated hypothesis, overview of the research design, materials and methods, results, and conclusion.

8. The abstract should summarize what is included in the poster.

9. The abstract must be authored by:
   a.) At least one osteopathic physician, or faculty member from one of the colleges of osteopathic medicine, or a student at a recognized college of osteopathic medicine; or
   b.) A student or faculty member at an international osteopathic college; or
   c.) Individuals in other areas of scientific research.
10. The abstract must be submitted through:
   a.) A medical organization or other AOA recognized organization; or
   b.) An International osteopathic school or organization; or
   b.) Other professional organization at the discretion of the Council on Research.

11. The first-named author should be the individual who conducted the majority of research. Co-authors should be listed in direct relation to the amount of research they contributed.

12. Where applicable, institutional review board (IRB) approval must be noted.

13. Authors are invited to indicate if they would like to enter the student poster competition. If the abstract is entered in the student poster competition, the first author must be a medical student at a college of osteopathic medicine at the time the research is conducted, and at the time that the abstract is submitted.

14. If the abstract is accepted:
   a.) The first author must register to attend the AOA Research Conference and must remit the appropriate registration fee.
   b.) Online registration is available at www.do-online.org.

15. The abstract will be published in the JAOA—The Journal of the American Osteopathic Association (JAOA). Abstracts not accepted for presentation are not published and will not be disclosed outside of AOA and persons associated with the selection process (e.g., the peer review committee).
   a.) Proofread abstracts carefully to avoid errors before they are submitted. The JAOA will make any needed typographical changes to the abstract.

16. If an emergency arises and the presenter is unable to attend, he/she must notify the division of research development in writing prior to the research conference that he/she will be withdrawing the abstract or naming a substitute presenter. The first author should contact the AOA Division of Research Development.
   a.) Primary responsibility for compliance with any disclosure or nondisclosure requirements resides solely with researchers and/or research sponsors.
   b.) In the event that an author’s/presenter’s work will be published in a major peer reviewed medical journal concurrent with the timing of the research conference, it is the responsibility of the abstract author/presenter to notify the JAOA of the publication name and date as soon as possible. Doing so will allow JAOA to work with the publication to coordinate embargo of the material.
17. ASSIGNMENT OF COPYRIGHT

a.) In submitting an abstract, the author transfers to the American Osteopathic Association the copyright and all other rights in the material comprising the abstract if the abstract is accepted. Co-authors reserve the following: a) all proprietary rights other than copyright, such as patent rights; and b) the right to use all or part of the abstract in future works of their own. The American Osteopathic Association, as holder of the copyright on the accepted abstract, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats.

b.) A paper copy of the “assignment of copyright” is required – no abstract can be published without this document. All authors are required to sign the copyright form. JAOA—the journal of the American Osteopathic Association will not publish an abstract without signatures from all the authors.

c.) After submitting an abstract, secure all signatures using the “assignment of copyright” form and fax or mail the original to the:

Division of Research Development
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611-2864
research@osteopathic.org
(312) 202-8102 or Toll Free (800) 621-1773, ext. 8102; Fax (312) 202-8402

d.) It is strongly recommended that you procure signatures and submit the assignment of copyright form as early in the process as possible, and while all authors, especially students and residents, are available.

18. Abstract decision letters will be sent via email to the first author.

19. Research funded by the AOA Council on Research, funded by an osteopathic foundation, conducted at a college of osteopathic medicine, or which defines osteopathic principles and practices will be given priority consideration.

20. All decisions of the abstract review committee are final. The abstract review committee will not consider requests for appeals. Those abstracts rejected will receive anonymous feedback from the reviewer.