



## State of the Science in Hospice and Palliative Care Abstract Submission Form Guidelines

**These guidelines are only to be used to organize your abstract content. All information below must be submitted via the electronic submission form online.**

**Hard copy proposals will not be accepted.**

In the online submission form, you will also need to complete the following:

- Biographical information form
- Conflict of interest disclosure form (if a conflict is disclosed, an email will be sent to the submitter asking them to complete an attestation form)
- Faculty agreement form
- Abstract submission fee attestation
- Diversity, Equity, and Inclusion statement review attestation

Prepare your abstract information below before entering it into the abstract submission system:

### **Title:**

- Take special care when entering your title. If selected, it may be published, and title will be printed exactly as submitted.
- Titles should be concise and descriptive for people trying to select sessions.
- When entering the abstract title online, use mixed case (do not use all CAPS or all lower case) and do not put a period at the end of the title.
- Enter the title in the "Title" field only and do not enter the title in the body of the abstract.
- Example of correct title formatting:
  - Correct: This is a Properly Formatted Abstract Title
  - Incorrect: THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
  - Incorrect: This is an improperly formatted abstract title

### Address the following practice gap questions:

- What practice-based problem (gap) will this education address?
  - Examples: Improve care coordination; Better communication with patients and families; Give better feedback to students
- What is/are the reason(s) for the gap? How are your learners involved?
  - Examples: Strategies needed to discuss difficult topics with family members; Unsure of best ways to improve team collaboration
- What change(s) in strategy, performance, or patient care would you like this education to help learners accomplish?
  - Examples: Eliminate stigmatizing language from communications with patients; Improve management skills

### Select an Abstract Theme and Text Box:

Complete the applicable text box (reports of original research or systematic review) according to the following subheadings.

#### Reports of Original Research Abstract Sub-headings (abstract structure)

- **Importance:** 1-2 sentences explaining the importance of the study question and/or research gap.
- **Objective(s):** State the precise objective or study question addressed. If an a priori hypothesis was tested, it should be stated.
- **Method(s):** Describe the basic design of the study, including the years of the study and the duration of follow-up. Describe the study setting and important eligibility criteria of participants. The essential features of any interventions should be described, including their method and duration. Explain the study outcome measurement(s) and the analysis approach.
- **Results:** Summary demographic information and the number of study participants should be reported in the first sentence. The main outcomes of the study should be reported and quantified, including final included/analyzed sample. When possible, present numerical results (eg, absolute numbers and/or rates) with appropriate indicators of uncertainty, such as confidence intervals. Avoid solely reporting the results of statistical hypothesis testing, such as P values, which fail to convey important quantitative information. P values should never be presented alone without the data that are being compared. Measures of relative risk also may be reported (eg, relative risk, hazard ratios) and should include confidence intervals.
- **Conclusion(s):** Provide only conclusions of the study that are directly supported by the results. Give equal emphasis to positive and negative findings of equal scientific merit.
- **Impact:** Provide a statement of relevance concerning the impact of the results on what is known in the field. The impact statement may also indicate what future work is required to further advance that area of science.

## Systematic Review Abstract Sub-headings (abstract structure)

- **Importance:** 1-2 sentences explaining the importance of the study question and/or research gap.
- **Objective(s):** State the precise objective or study question addressed. If an a priori hypothesis was tested, it should be stated.
- **Methods:** Describe the information sources used, including search strategies and years searched. Methods used for inclusion of identified articles and quality assessment should be explained.
- **Findings:** Include a brief summary of the number of articles included, numbers of various types of studies, and numbers of patients/participants represented by these studies. Summarize the major findings of the review of the clinical issue or topic in an evidence-based, objective, and balanced fashion.
- **Conclusion(s):** Provide only conclusions of the study that are directly supported by the results. Give equal emphasis to positive and negative findings of equal scientific merit.
- **Impact:** Provide a statement of relevance concerning the impact of the results on what is known in the field. The impact statement may also indicate what future work is required to further advance that area of science.

Abstract text should be 300 words maximum that describe the content and of publishable quality. Do not include title, authors, or references in the text – this information will be collected elsewhere in the submission process.

**Select a Methodology:** (for abstracts submitted as Research Methodologies only)

- **Clinical Research:**  
Biomedical or behavioral research studies of human subjects that are designed to answer specific questions about clinical problems or to test biomedical or behavioral interventions.
- **Population-Based Research:**  
Research conducted on representative or population-based samples to understand incidence or prevalence of events or symptoms.
- **Health Services Research:**  
Research that evaluates how social factors, financial systems, organizational structures and processes, health technologies and personal behaviors affect accessibility, quality and costs of health care or patient well-being.
- **Education Research:**  
Research that evaluates processes and outcomes in and from educational programs for health care professionals.
- **Basic Science:**  
Research that examines the fundamental biological and chemical processes involved in clinical problems.

- **Instrument Development/Psychometric Validation:**  
Research that evaluates the development and/or testing of an instrument (or survey measure).
- **Implementation Science**  
Research that examines methods to integrate research findings into routine health care.

**Select** the keyword that best describes your content.

- Advanced care planning
- Communication and prognostication
- Cultural considerations
- Diversity, Equity, and Inclusion
- Economic evaluations
- Educational, training and supervision
- Family caregivers
- Hospice
- Innovative technologies
- Leadership, program development and evaluation
- Models of palliative care delivery
- Pain and symptom control
- Palliative care in chronic, non-malignant illness
- Palliative care in oncology
- Pediatrics
- Psychosocial support
- Qualitative and mixed methods research

### **Determine** Measurable and Behavioral Outcomes

Outcomes must be measurable and behavioral for the attendees to achieve as a result of attending your presentation.

Here are a few tips in writing outcomes and corresponding data:

- Consider this goal but do not write “By the end of this session, my learners will be able to ...” This should not be included when you list your actual outcome.
- Start by using [Bloom’s Taxonomy](#) to select an action verb that is observable and measurable.
- Wrap it up by adding how your learners will apply the standard or how you assess them.
- [Review more instructions](#) on writing outcomes - an example of an acceptable outcome: “Explain the key principles of hospice and palliative care.”
- Provide a content description/outline for each outcome. It must be more than a restatement of the outcome.
- State the time frame for each outcome.
- List the faculty for each outcome.

- Describe the teaching methods/strategies for each outcome.
  - Examples: PowerPoint Didactic, role-play, self-check or reflection.

#### **Additional information collected in the submission form:**

- Pharmacotherapeutic Content breakdown (if applicable)
- Disclosure of previous publication in a peer reviewed journal  
Note: Abstracts published in other journals will not be published in JPSM due to copyright infringement.
- Registration attestation

#### **Authors:**

- As the submitter, you will be considered the primary author and will receive all communication regarding your proposal.
- Please consult with your co-authors on how they would like their names to appear prior to submission of the proposal.
- Please list all authors in the order they should appear in the printed and online materials (e.g., Journal and, mobile app).
- If a co-author you entered is already in the system, please select that record even if the email appears to be different. This is to AVOID creating a duplicate record within the abstract system. A duplicate record will block your co-author from being able to access and complete the required biographical form, disclosure form and faculty agreement and will prevent your proposal from being submitted for review.
- You will be asked to check the faculty box if a co-author you listed will also be presenting.
- Upon submission of the proposal, an email will be sent automatically to the listed co-authors asking them to complete a biographical form, disclosure form and faculty agreement.
- You may log back in at any time prior to the deadline to see if your listed co-authors have submitted their biographical form, disclosure form and faculty agreement.

**FINAL STEP:** Once all the above has been determined, proceed to the [electronic state of the science submission form](#) to enter your information.

Once filled out, pay the submission fee and follow prompts to ensure your abstract is submitted for review.