



Mississippi Society of Health-System Pharmacists
A Great Team for Mississippi Healthcare

Research Presentation Submission Rules and Guidelines

For
2018 MSHP Annual Meeting
July 26 – July 28, 2018
Oxford, MS

General Information

- All abstract submissions must be received before the deadline in order to be considered.
- All abstract submissions will be reviewed by a panel of pharmacists prior to acceptance.
- Incomplete submissions will not be considered.
 - It is the responsibility of the submitter to ensure completeness.
 - It is not the responsibility of the review panel to ensure that submissions are complete.
- Encore submissions are welcome.
- You will be notified via email if your abstract has been accepted.
 - Please be sure to include a valid email address with your submission.
- All accepted abstract authors should be prepared to present a poster on Saturday morning at the MSHP Annual Meeting.

Deadline

- The deadline for submitting all abstract material is **May 21, 2018 at 11:59pm (CST)**.

Authorship

- The primary author is responsible for submitting all required information.
- The primary author must currently be a member of MSHP.
- He or she may only submit one abstract as the primary author but may be involved in additional abstract submissions.
- Be sure to include all authors on the original submission.
 - MSHP will be unable to add authors after submission.

Meeting Registration

- All presenters must be registered for the MSHP Annual Meeting.
- Written notification is required for any submission withdrawals.
 - The primary author is responsible for requesting the withdrawal.
 - Withdrawal notice must be received no later than **July 5, 2018, 11:59pm (CST)**.

Abstracts

- All abstracts should include poster title and list of authors (primary author listed first).
- For Descriptive Reports and Evaluative Study Reports, the abstract should contain a purpose, methods, results, and conclusion.
- Research-in-Progress Reports may be limited to purpose and methods.
- Case Reports / Case Series and Unique Institutional Services abstracts should only contain a purpose that highlights what makes this case or these cases unique or interesting.
- Abstracts for Descriptive Reports, Evaluative Study Reports, Case Reports / Case Series, and Unique Institutional Services should be limited to **600 words or less**; Abstracts for Research-in-Progress reports should be limited to **300 words or less**.

Types of Posters

- Descriptive Reports– Describes completed new, improved or innovative roles or services in pharmacy practice, or unusual clinical cases in one or a few patients that have not been formally evaluated, but are of such importance that they must be brought to the attention of practitioners.

- Evaluative Study Reports – Describes completed original research, including clinical research on drug effects in humans, drug-use evaluations, and evaluations of innovative pharmacy services. Abstracts must include scientific results and/or data to support the conclusions.
- Case Reports / Case Series – Describes unusual patient-specific case(s) that was not part of a study but the findings are of interest to clinical pharmacists. Case reports / case series do not need the headings Purpose, Methods, Results, or Conclusions, but cannot be a research-in-progress.
- Research-in-Progress Report – Describes uncompleted original research, including clinical research on drug effects in humans, and drug-use evaluations. Note: results can be presented on your poster at the meeting.
- Unique Institutional Services – Describes unique, original, innovative, or process improvements currently underway or already implemented and evaluations of this/these service(s).

Disclosure

- All authors should disclose any financial or other commercial relationships that could have an interest in the data presented.

How to Submit

- Abstracts should be completed using the template found on the final page of these guidelines.
- Submit abstracts via Google Drive to: http://bit.ly/MSHP-2018-Annual-Meeting_Abstract-Submission (please copy and paste this link into your browser window)
 - Use the following file naming format:
 - Firstname.lastname_MSHPAbstract2018

Posters

- Accepted posters must be set-up at least 15 minutes prior to the beginning of the session on Saturday, July 28th at 8:00am CST.
- Posters must be removed by the conclusion of the MSHP Annual Meeting on Saturday, July 28th at 12:00pm CST. Any posters left behind will be discarded 15 minutes after the close of the Annual Meeting.
- You will be provided with a poster board approximately 7.5 feet wide by 3.5 feet high of usable space. **It is suggested to format your posters to be 6 feet wide by 3 feet high.**
- Disclosure summaries for all authors must be displayed in the lower right or lower left corner of your poster.
 - Please use the following wording: Authors of this presentation have the following to disclose concerning possible financial or personal relationships with commercial entities that may have a direct or indirect interest in the subject matter of this presentation.
 - John Doe: Nothing to disclose
 - Jane Brown: Consultant – AAA Pharmaceuticals
 - Carol Jones: Nothing to disclose
 - Michael Smith: Member – ABC Speaker’s Bureau
- Please bring your own push pins.

Questions

- Questions can be directed to Dr. Joshua Fleming at jfleming2@umc.edu

Mississippi Society of Health-System Pharmacists 2018 Poster Session

Poster Type (indicate which option from the choices below):

- Descriptive Report
- Evaluative Study Report
- Research-in-Progress Report
- Case Report / Case Series
- Unique Institutional Services

* see abstract guidelines for required sections for each poster type*

Poster Title:

Purpose:

Methods:

Results:

Conclusions:

Primary authors' contact information:

- First and last name
- School or affiliation
- Position/title
- Mailing address
- Email address
- Telephone number

*Please upload this form to the submission site: http://bit.ly/MSHP-2018-Annual-Meeting_Abstract-Submission. (please copy and paste this link into your browser window)