INSTRUCTIONS FOR ABSTRACT SUBMISSION
(Deadline for Abstract Submissions is February 24th, 2023)

Research Forum on Women’s Health and Wellness
Greensboro, North Carolina

CONTENT:
The Center for Women’s Health and Wellness welcomes both qualitative and quantitative original research from UNCG faculty and students directly related to women’s health and wellness. Research presented elsewhere (within or upcoming 6 months) may also be submitted.

FORMAT:
Please refer to the following pages for full instructions on formatting your abstract.
- See page 3 for a quantitative abstract template
- See page 4 for a qualitative abstract template
- See page 5 for a systematic review/meta-analysis abstract template

SUBMISSION:
An original and one blinded copy of the abstract (authors and affiliations removed) with ‘First author’s last name initials - CWHW Forum’ (e.g., Smith, A.B. – CWHW Forum) in the subject line should be emailed to: cwhw@uncg.edu.

Abstracts are due Friday, February 24, 2023. Abstracts will be blind reviewed for both content and scholarly merit and will be considered for 10-minute presentations (8 minute presentation, 2 minute Q & A). Notification of acceptance will be given to authors by Friday, March 3, 2023. A final program will be available March 15, 2023.

For more information regarding abstract submission, please contact:
Dr. Jessica Dollar, Research Scientist, Center for Women’s Health and Wellness
jmdollar@uncg.edu
Instructions for Preparation of Abstracts
(ABSTRACT SUBMISSION DEADLINE: February 24, 2023)

Please read all instructions before preparing and submitting the abstract. An individual may submit only one abstract as the primary (presenting) author but may submit additional abstracts as a contributing author. All abstracts will undergo blind review. All presentations should be of original work. Because our objective is to highlight current research on women’s health and wellness at UNCG, abstracts that have been presented elsewhere in the previous or upcoming 6 months may also be submitted for review.

Prepare your abstract in accordance with the following instructions.

1. Top, bottom, right, and left margins of the body of the abstract (in a WORD file) should be set at 1" using the standard 8.5" x 11" format. Use either Arial or Helvetica 12pt. font with single spacing. Provide the title of the paper or project starting at the top left margin.

2. On the next line, indent 3 spaces and provide the names of all authors, with the presenting author listed first. Enter the last name, then initials (without periods), followed by a comma, and continue the same format for all secondary authors (if any), ending with a colon.

3. On the same line following the colon, indicate the department where the research was conducted. For collaborative projects where portions of the project were conducted at different institutions or departments, list all authors as described above (#3), then list institutional affiliations / departments using the following consecutive symbols (*, †, ‡, §, ||, ¶, #, **, etc.). See example below.

4. Double space and begin entering the body of the abstract flush left in a single paragraph with no indentions. The text of the body must be structured (with the headings as indicated in the various formats below). Do not justify the right margin. The body of the abstract is limited to 450 words and a maximum of 1 page, inclusive of any tables or figures.

5. The required formats for the structured abstract are as follows. For further clarification, authors should consult the AMA Manual of Style 9th edition or the APA Manual of Style 7th edition.
Format for Quantitative Research Studies

The Title of your Abstract Bolded and in Title Case

Doe JT*, Public JQ†: *First Author's Department, †Second Author’s Institution/Department.

Background: Provide a brief context for the research including a clear statement of the purpose of the study. Methods: Describe the sample/target population (e.g., number, average age, demographics), the environment in which the study was conducted, a brief description of the procedures used to acquire data, and a description of all relevant study measures. Indicate the statistical analysis employed to answer the primary research objective(s). Results: The main results of the study should be given. Comparative reports must* include descriptive data (e.g., proportions, means, rates, odds ratios or correlations), accompanying measures of dispersion (e.g., ranges, standard deviations or confidence intervals) and inferential statistical data. Results should be accompanied by the exact level of statistical significance. The P value should not exceed 3 digits to the right of decimal. When the exact significance is below $P < .001$, the exact significance should be reported as $P < .001$. Conclusions: Summarize or emphasize the new and important findings of the study. The conclusion must be consistent with the study objectives and results as reported and should be no more than three to four sentences. If possible, relate implications of the findings for clinical practice. Word Count: Limited to 450 words including headings.

* The purpose of having both descriptive and inferential data is that it provides the reader with the ability to judge the concluding statements. Descriptive data provides confidence that the data are ‘reliable’ and provides a gauge to determine whether the inferential statistics and conclusions are meaningful. Studies reporting analysis of larger data bases with multiple variables do not need to report all descriptive data, but should provide descriptive data for those variables which the author(s) believe to be the primary outcome(s) and support the overall conclusions of the study.
Format for Qualitative Research Studies

The Title of your Abstract Bolded and in Title Case
[3 spaces] Doe JT*, Public JQ†: *First Author’s Department, †Second Author’s Institution/Department.
[Blank Line]
[Blank Line]

Context: Write a sentence or two explaining the rationale for your study and provide the research question/objective and its relevance to women’s health and wellness. Research paradigm: Methodological or theoretical perspectives should be clearly outlined.

Methods of data collection: clearly explain the population, research setting, access to participants, and selection process of participants in your study. Describe your method of data collection, including the types of data, and relationship of researcher to subjects/setting (what data were collected, from where/whom, by whom). Data analysis: clear exposition of analytic process. Clear definitions of concepts, categories, codes and themes and the process by which each of these were developed and how they relate to data. Quality of data and analysis: strategies to enhance quality of data analysis (e.g., triangulation, respondent validation, team analysis). Findings: overview of findings, moving towards interpretation rather than summaries of themes where possible (e.g.by linking to theory). Application of critical thinking to analysis: attention to the influence of the researcher on data collected and on analysis also known as the “positioning of the researcher.” Transferability: reasoned consideration of transferability to groups/settings beyond those studied.
Format for Meta-Analysis and Systematic Reviews

The Title of your Abstract Bolded and in Title Case

[3 spaces] Doe JT*, Public JQ†: *First Author’s Institution Name, †Second Author’s Institution.

[Blank Line]

[Blank Line]

Context: Write a sentence or two summarizing the rationale for the study, providing a reason for the study question. Objective: State the precise objective(s) or question(s) addressed in the report, including a priori hypotheses if applicable. Data Sources: Identify how relevant research papers were identified – include databases and timeframe, key words and search limits. Study Selection: Describe the processes through which studies were selected for inclusion for further analysis. Data Extraction: Identify the number of investigators, the descriptive and measurement data obtained and if and how the quality of study methods was evaluated. Data Synthesis: Describe how the data were organized, the statistical procedures applied (during assessment of heterogeneity) and the results (e.g., effect sizes, odds ratios and 95% confidence intervals) of the analysis. Conclusions: Summarize or emphasize the new and important findings of the study and relate implications of the findings for future research and/or for clinical practice and offer an indication as to the strength of the evidence provided. The statement of your findings must be consistent with the results as reported. Word Count: Limited to 450 words including headings.