

ABSTRACT SUBMISSION GUIDELINES

UNMC 9th Annual Graduate Medical Education Research Symposium

April 29, 2027

This document contains complete instructions for preparing an abstract for presentation at the UNMC 9th Annual Graduate Medical Education (GME) Research Symposium 2027 using the GME Abstract Submission System, which will be available beginning November 2, 2026. Detailed instructions for the abstract submission process are provided below.

The abstract submission deadline is 11.59 p.m. U.S. Central Time on Monday, January 11, 2027.

❖ **Abstract Submission Guidelines**

- Abstract must be submitted as a Microsoft Word file using the templates provided on page 3 of these instructions. Examples of completed abstracts are available at the link below:
<https://digitalcommons.unmc.edu/gmerj/vol8/iss1/7/>
- For accepted abstracts, the presenter is required to attend the UNMC 9th Annual GME Research Symposium 2027 in person at the Truhlsen Events Center (the symposium may be moved to a virtual format if in-person attendance is prohibited at that time).
- Unless otherwise indicated by the submitting author, accepted abstracts will be published in an upcoming issue of the Graduate Medical Education Research Journal (GMERJ) as conference proceedings. A DOI number will be assigned to each abstract.
- Abstracts must be submitted in their final form, and no changes can be made after submission. The submitted abstract will be reproduced directly from the online submission system, and any errors in the submitted abstract will be printed as submitted.
- All authors listed in the abstract must agree with the submitted work.

❖ **Content of Abstracts**

- Each abstract should contain the following sections in the order listed below. One table or one figure is optional.

1. Abstract Title

- The title should be concise, with a maximum of 20 words.
- The title should be in **bold text** and use title case, capitalizing the first letter of each word, except where scientific conventions require lowercase.
- Example: The Effect of Reduced Duty Hours on Resident Wellness

2. Authors

- For each author, enter their first name, last name, degree(s), affiliation, city, state, and country (i.e., Department of Dermatology, College of Medicine, University of Nebraska Medical Center, Omaha, NE, USA).
- The presenting **Resident's/Fellow's name** should be in bold text.

3. Mentor

- The presenting Resident/Fellow should enter the name of the attending physician who serves as his/her mentor for the research project.

4. Program

- The presenting Resident/Fellow should enter the program in which they are currently enrolled.

5. Abstract Type

- The presenting Resident/Fellow should enter the type of abstract being submitted. Examples include Original Research, Review or Meta-Analysis, and Case Reports

6. Abstract Body

- Abstracts are limited to **300 words**, excluding the title, author listing, section headings, table, or figure.
- For **Original Research and Review/Meta-Analysis** abstracts, organize the abstract body into *Background, Methods, Results, and Conclusion*.
- For the **Case Report abstracts**, organize the abstract body into *Background, Case, and Conclusion*.

7. Table/Figure

- One table or one figure is permitted per submitted abstract.
- Tables may contain no more than six rows of data.
- Figures must be submitted in .jpg, .jpeg, .png, or .tiff format ONLY. Tables must be submitted as Microsoft Word files.
- Please use a simple, standard file name for your table and figure. Place the table or figure after the abstract and reference it appropriately within the abstract text.
- Figures must include alternative text (alt text) after each title to comply with ADA accessibility guidelines.

❖ Receipt of Abstract

- The abstract submission system will provide a confirmation email after you complete the submission process. Please save this email for future communication regarding your submission.

❖ Abstract Selection Process

- All abstracts are typically accepted for poster presentation after review by the GME Scientific Program Committee.
- The committee will make every effort to accommodate requests for oral presentation; however, opportunities for oral presentations are competitive and limited.
- Authors will be notified of abstract acceptance and presentation format (oral or poster) by the **second week of February 2027**. Additional details regarding presentation time limits will be provided at that time.

Awards will be given for the best presentations! Good luck!

Questions? Email Premila Leiphrahpam in the GME Office at pleiphrahpam@unmc

Templates for Abstract Submissions

Please do not change fonts. When you are ready to submit, you should submit a clean copy, including only the information listed below and your abstract. Please delete any tracked changes or comments, and do not include these instructions or the template itself. Thank you!

Title of Original Research or Review/Meta-Analysis in Bold, Left-justified, and All Important Words Capitalized

Author First name Last name¹, Author First name Last name², Author First name Last name³

¹Department of , College of Medicine, University of Nebraska Medical Center

²Department of , College of , University of

³Department of , College of , University of

Mentor:

Program: i.e. Neurological Sciences

Type: Original Research, Systematic Review, or Meta-Analysis

Background:

Methods:

Results:

Conclusion:

Optional – may include **one** high-quality figure or table at the end of the abstract.

Tables must include the following heading and caption above the table:

“**Table 1.** Include a detailed caption in complete sentences.”

Figures must include the following heading and caption below the figure:

“**Figure 1.** Include a detailed caption in complete sentences.

Alt text: Provide alt text for the figure as described in the instructions.”

Title of Case Report in Bold, Left-justified, and All Important Words Capitalized

Author First name Last name¹, Author First name Last name², Author First name Last name³

¹Department of , College of Medicine, University of Nebraska Medical Center

²Department of , College of , University of

³Department of , College of , University of

Mentor:

Program: e.g. Neurological Sciences

Type: Case Report

Background:

Case:

Conclusion:

Optional – may include **one** high-quality figure or table at the end of the abstract.

Tables must include the heading and caption above the table:

“**Table 1.** Include a detailed caption in complete sentences.”

Figures must include the heading and caption below the figure:

“**Figure 1.** Include a detailed caption in complete sentences.

Alt text: Provide alt text for the figure as described in the instructions.”