

# HOW TO SUBMIT AN ABSTRACT

APHA's 2019 Annual Meeting & Expo  
Nov. 2-6 • Philadelphia



AMERICAN PUBLIC HEALTH ASSOCIATION

*For science. For action. For health.*

# GENERAL INFORMATION

- **SUBMISSION DEADLINES:** Deadlines range between **Feb. 19-23, 2019**. See the individual Call for Abstracts for each member group's deadline.
- **REGISTRATION AND MEMBERSHIP:**
  - Abstract submitters **do not** have to be APHA members. Anyone can submit.
  - If your abstract is accepted, **you must** be/become an APHA member and register for the Annual Meeting to present.
- **PENALTIES:** Presenters who fail to show up for their presentation without notifying the program planner will not be permitted to present papers or posters at any APHA-sponsored meeting for two years following the "no-show."
- **PUBLICATION EMBARGO:** Abstracts submitted and accepted to the meeting may not be presented at any other meeting or published prior to **Nov. 2, 2019**.
- Presenting authors are not allowed to present **more than 3 abstracts**. Co-authors may be listed on multiple abstracts.
- Presenters whose abstracts were accepted for presentation but subsequently withdrawn two or more times within the last five years may not be considered.

# LET'S GET STARTED

1. Go to <https://apha.confex.com/apha/2019/cfp.cgi>.
2. Before you submit any information, review the rules and regulations, abstract guidelines and continuing education requirements at the top of the page.
3. APHA suggests that you type your abstract in Microsoft Word first. This gives you time to play around with wording and spellcheck before you officially submit. Abstracts should be 250 words or less unless otherwise indicated.
4. When you begin the submission process you will receive an email with your **abstract ID** and **password**. Keep this log in information available and safe. You can log back in at anytime to work on your abstract. You do not have to complete your abstract at this time.

# SELECT A PROGRAM

Each of APHA's member groups has their own program with a individual Call for Abstracts. You must submit an abstract to **one** of the programs.

1. Scroll down to see a list of all the programs.
2. If you aren't sure which group you belong to consider searching the **list of topics** at <https://apha.confex.com/apha/2019/sessiontitlesearch.cgi?action=showResults>. **You can only submit one abstract to one program. Duplicate abstracts will not be accepted.**
3. Click the name of the program to begin submitting your abstract.
4. You are now on the Call for Abstracts' page for that program.
  - a) Note the deadline.
  - b) Review the specific Call for Abstracts' information.
5. Click **Start Abstract Submission** at the bottom of the page.



# SELECT A TOPIC

## STEP 1

Select one of the topic areas created by the program. This helps program planners determine how to match your abstract with similar abstracts. Hit Save and Continue.

Step 1. Topic

**SELECT TOPIC**

Choose the Topic most closely related to your abstract

- Behavioral Science/Health Education
- Environmental/Occupational Health
- Epidemiology/Biostatistics
- Health Services Administration/Management
- International/Global Health
- Maternal and Child Health
- Nutrition Health
- Public Health Policy/Practice

Save and Continue

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# TITLE



## STEP 2

Fill in your title and your email address. Follow the instructions on how to properly write your title.

Step 2. Title

### TITLE AND SUBMITTER'S EMAIL

Title should be in case. Example: Access to health information in underserved communities in rural Mississippi: A web-based experiment  
Do not start your title with "The...".

Do not use quotations around the title.

**IMPORTANT! Do not include any trade and/or commercial product names.**

[How to insert a special character.](#)

Title

Comparative health care system rankings can obscure maximal inequities: A simulation study

Submitter's email

samuel.reisman@downstate.edu

# PRESENTATION FORMAT



## STEP 2- continued

Select your preferred presentation type; Oral, Poster or No Preference.

### PREFERRED PRESENTATION FORMAT

Abstracts can be presented in three formats:

1. Oral presentation – A formal panel presentation
2. Roundtable presentation – Small group discussion of a presenters work
3. Poster presentation – A visual representation of the abstract.

There are a limited number of slots for oral presentations at the annual meeting. If you select "Oral only" your paper may be rejected if there is no room for it in an oral session. *Roundtable formats are limited and not guaranteed. However, you can request a roundtable format in the "COMMENTS TO ORGANIZERS" box below.*

Oral Only     Oral Preferred     Poster Only     No Preference

# Learning Objectives



## STEP 2- continued

Review this very important step and provide at least 1 measurable learning outcome. Each outcome must start with one of the pre-determined verbs provided in order to be Continuing Education (CE) compliant and considered for presentation.

### LEARNING OUTCOMES

Abstracts submitted without proper learning outcomes may not be accepted or jeopardize the future session's eligibility for continuing education credit.

1. Provide at least 1 measurable and concrete outcomes.
2. Start each sentence with one of these outcome verbs: **Define, List, Describe, Discuss, Explain, Identify, Demonstrate, Differentiate, Compare, Design, Formulate, Evaluate, Assess, Name, Analyze.**
3. Do not use the terms learn or understand.
4. Learning outcomes must be written from the learner's perspective. What will the learner be able to do after hearing your presentation?  
Define what? Describe what? List what?
5. **Do not start your learning outcome with the number, bullet, asterisk or any other special characters!**
6. Do not put your abstract text or URLs in this field. Learning outcomes will not be included in the abstract word count.

See full [instructions for writing learning outcomes](#).

# OPTIONAL ENTRIES



## STEP 2 - continued

Scroll down the page and fill in the applicable boxes. Click **Save to Continue**.

### EXTERNAL FUNDING

If the content of your presentation received external funding, please state the funding source. Leave this box *blank*, if you have nothing to report

### TARGET AUDIENCES

The purpose of the abstract/paper should meet the needs of a target audience. APHA's annual meeting as a whole targets public health professionals. If there is a specific audience of public health professionals that would be especially interested by the research to be presented, indicate who that population is. NOTE: Consider the target audience as a "highlighted" segment of the general public health professional population, not a limitation on it. (For example, "CHES working with teenage mothers", "physicians involved in HIV/AIDS policymaking", "social workers counseling families of cancer patients")

### KEYWORDS

Click on the down arrow to see list of keywords. Select by clicking on the keyword of your choice.

**Please select at least one.**

# OPTIONAL ENTRIES continued

## PRIMARY GEOGRAPHIC FOCUS OF THE PROGRAM OR STUDY (if appropriate)

State/Province

Country

N/A = Not Applicable ▼



## COMMENTS TO ORGANIZERS

Use this section to leave a message to the organizers such as nonstandard keywords, special needs, round table requests, "group with other paper", related reading/reference (include the abstract ID of the other paper)

## OFF-LABEL/INVESTIGATIONAL PRODUCT USE

If your presentation includes any discussion of **unlabeled use of a product** or of a product under investigational use, please describe that use in the box below.

Leave this box **blank**, if you have nothing to report.

## RELATED WEB PAGE

You may enter here the URL of a web page related to the work described in this abstract

Save and Continue

# LEARNING AREAS



## STEP 3

Select up to 6 learning areas that apply. Like learning objectives, this is important for CE. Click **Save and Continue**.

### YOU MAY SELECT UP TO 6 LEARNING AREAS

All continuing education learning content must be of sound science or professional practice and serve to maintain, develop or increase the knowledge, skills and professional competence of the health professional. Learning content should be evidence-based if available.

**Important!** If you have any questions about the Learning Area(s) selection **in this particular step only**, please contact [Mighty Fine](#), but we strongly recommend you to select at least one Learning Area and continue with your submission while waiting for the reply. You can access your abstract submission and modify the selection at anytime before the deadline.

- |   |  |
|---|--|
| <input type="checkbox"/> Administer health education strategies, interventions and programs | <input type="checkbox"/> Other professions or practice related to public health  |
| <input type="checkbox"/> Administration, management, leadership                             | <input type="checkbox"/> Planning of health education strategies, interventions, and programs                          |
| <input checked="" type="checkbox"/> Advocacy for health and health education                | <input type="checkbox"/> Program planning  |
| <input type="checkbox"/> Assessment of individual and community needs for health education  | <input type="checkbox"/> Protection of the public in relation to communicable diseases including prevention or control |
| <input type="checkbox"/> Basic medical science applied in public health                     | <input type="checkbox"/> Provision of health care to the public  |
| <input type="checkbox"/> Biostatistics, economics   | <input type="checkbox"/> Public health administration or related administration  |
| <input type="checkbox"/> Chronic disease management and prevention                          | <input type="checkbox"/> Public health biology   |

Save and Continue

# AUTHOR(S)

2/2/20

## STEP 4

Click “Add a new person.” Follow the instructions to add author details. In the Online Program, authors will show in the order listed in here. You can move the authors/presenter up and down in the last column on this page.

Add/Edit People

Role	Presenter	Person	Edit	Delete	
Presenter	<input checked="" type="radio"/>	Samuel Reisman			

Add new person

Next step: Disclosure

# DISCLOSURE



## STEP 5

**Only one individual can present and be listed as the presenter.** The presenter needs to complete a Conflict of Interest Disclosure Form before moving on. Click the link under relationship to finish this step.

Step 5 - Disclosure

### APHA CONFLICT OF INTEREST DISCLOSURE FORM

To ensure that all APHA sessions and APHA-LI faculty are capable of delivering content in a manner that will provide attendees/learners with an educational experience of the highest caliber, all Presenters, Organizers, Moderators, Discussants and faculty members must complete the APHA Conflict of Interest Disclosure Form which includes a Biographical Qualification Statement.

**Failure to submit this form by the deadline will result in automatic withdrawal of your submission.**

Click on the hyperlink in the "Relationships" column to add or edit a form.

Person	Role	Relationships?
<a href="#">Samuel Reisman</a>	Presenter	<a href="#">Completed</a>

[Continue](#) to next step

# ABSTRACT TEXT



## STEP 6

1. It's now time to add your abstract text. Abstracts are 250 words or less unless otherwise indicated.
  - a). Don't forget: APHA suggests that you type your abstract in Microsoft Word first and then copy and paste it into the system. This allows you to check your spelling and ensure you've met the required word count.
2. **Do not** repeat any of the information you have already provided such as learning outcomes.
3. **Do not** include trade or brand names in your abstract.
4. Two-page summaries (if required) must be **less than 2000 words**.
5. Click **Save and Continue**.

# CONFIRMATION



## STEP 7

The last step is a confirmation page. If you would like to print the page for your records, there is a print button at the bottom of the page.

Receipt of this notice does not guarantee that your submission is free of errors.

If necessary, you can make changes to your abstract submission before the deadline of **Tuesday, Feb. 19, 2019**.

- Click an appropriate step link in the Abstract Control Panel.
- Edit the information and click the Save button. Saved changes that you make will be reflected instantly. You do not need to go through all of the submission steps in order to change one thing.

To access your submission in the future, use the direct link to your abstract submission from one of the automatic confirmation emails that were sent to you during the submission.

Or point your browser to </apha/reminder.cgi> to have that URL mailed to you again. Your username/password are 397166/604526.

When you have completed your submission, you may close this browser window.

Print this page

# FINISHING THE PROCESS

## Abstract Control Panel

ID: 370966

Password: 571898

## 7 steps to submit an Abstract:

- ✓ 1. Topic
- ✓ 2. Title
- ✓ 3. Learning Area(s)
- ✓ 4. Author(s)
- ✓ 5. Disclosure
- ✓ 6. Abstract Text
- ✓ 7. Confirmation

## Options:

- View Submission
- Withdraw
- Review
- Transfer
- CME Questions

1. Your abstract is complete if all 7 steps listed on the left hand abstract control panel are checked. You may view your submission by clicking the link under the **Options** tab. **APHA will not accept incomplete abstracts.**
2. You may come back at anytime before the deadline to update your abstract. Be sure to save the confirmation emails you receive from APHA. **There is a URL to log back into these emails.**
3. Share your confirmation email with any colleagues who may need to log in and update any information.
4. You will receive an email on **Monday, June 3** with the status of your abstract.

APHA

# QUESTIONS? COMMENTS?

- If you have suggestions to improve the call for abstract process you can leave a **comment at** <https://apha.confex.com/apha/feedback.epl?jsclose=1>.
- For technical questions or problems contact **technical support at** <https://apha.confex.com/apha/feedback.epl?jsclose=1>.
- For program specific questions, you can find the program planners contact information on the call for abstracts general page under the program name - <https://apha.confex.com/apha/2019/cfp.cgi>.
- For general call for abstract questions contact [presenters@apha.org](mailto:presenters@apha.org).
- For more about the Annual Meeting visit [www.apha.org/annualmeeting](http://www.apha.org/annualmeeting).

Thank you for submitting an abstract to **APHA 2019!**

## ABOUT APHA

The American Public Health Association champions the health of all people and all communities. We strengthen the profession of public health, promote best practices and share the latest public health research and information. We are the only organization that influences federal policy, has a 140-plus year perspective and brings together members from all fields of public health. Learn more at [www.apha.org](http://www.apha.org).



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