



**XAVIER**

UNIVERSITY of LOUISIANA

COLLEGE OF PHARMACY

CENTER FOR MINORITY HEALTH AND HEALTH DISPARITIES RESEARCH AND EDUCATION  
**11<sup>TH</sup> HEALTH DISPARITIES CONFERENCE**  
*April 19–20, 2018 in New Orleans, LA | #XUDisparitiesCollabs*

# ABSTRACT SUBMITTAL GUIDELINES

*All submissions are due by 11:59 PM EDT on March 12, 2018.*

## ABSTRACT SUBMISSION OVERVIEW

**We are soliciting abstracts for oral and poster presentation.** Abstracts from all fields of biomedical research are encouraged. Abstracts presented at other meetings are allowed. Selected abstracts will be presented during Concurrent Podium Presentation Sessions and/or during Poster Sessions.

Abstracts will be accepted via electronic submission only. Abstracts that do not conform to official guidelines will NOT be accepted.

Abstracts will not be considered unless submitted via the online form at <http://xula.the1oshuagroup.com/abstractform.html>.

**REGISTRATION:** All presenting authors are required to register/pre-register for the Conference. Payment is not required immediately at the time of registration, but registration fees must be paid by the respective deadlines in order for discounts to apply, and all registration balances must be paid in order to participate in the XULA 2018 Conference.

**DEADLINE:** All abstracts must be submitted via the online form no later than 11:59 PM Eastern on March 12, 2018. No corrections will be allowed.

**TARGET AREAS:** All abstracts should represent basic science, clinical science, community populations and studies, education, health policy, or special technologies and methodologies.

**PRESENTATION FORMAT:** Authors may indicate their preference for podium or poster presentation on the submission form, however, the final decision of assignment to podium or poster presentation will be determined by the Abstract Review Committee.

**ACKNOWLEDGMENT:** All abstract submitters will receive notification of **receipt** from the XULA 2018 Conference Organizers within 30 minutes of submission. Acceptance notifications will be sent no later than March 26, 2018. All notifications regarding abstract submissions will be made via email from [xula@the1oshuagroup.com](mailto:xula@the1oshuagroup.com).

**SUBMISSION REQUIREMENTS:** Please submit abstracts via the online form at <http://xula.the1oshuagroup.com/abstractform.html>.

## ABSTRACT SUBMISSION ETIQUETTE

# DOs & DON'Ts

- ✓ **Limit your word count** to 300 (not including title, authors, affiliations, or mention of grant support).
- ✓ **Single space** all typing.
- ✓ **Define all abbreviations** the first time they appear in the abstract.
- ✓ **Proofread the abstract carefully** before submitting. No corrections will be allowed, and accepted abstracts will be printed in conference materials as submitted and approved by the Abstract Review Committee.
- ✗ **Do not** use tables, charts or formulas.
- ✗ **Do not** include references or credits.
- ✗ **Do not** add space between paragraphs.
- ✗ **Do not** submit abstracts of published papers.
- ✗ **Do not** submit your abstract more than once; all subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process.

## ABSTRACT SUBMISSION FORMAT

All **RESEARCH** abstracts should be organized using the following format:

**TITLE** (*uppercase*) must be a maximum of 60 characters, spaces and punctuation included.

**AUTHORS** (*mixed cases*) who have significantly contributed to the work should be listed. The recommended limit is 10 authors.

- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

**AFFILIATIONS** (*capitalized*)

- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

**PURPOSE** (*header in uppercase*)

- Explain the importance of the research or activity to include objectives, goals, and purpose.

**DESIGN METHODS** (*header in uppercase*)

- Briefly explain the procedure and strategy used to gather the information presented.

**RESULTS / EXPECTED RESULTS** (*header in uppercase*)

- What did you find when you performed the analysis of the information presented? Remember, tables and charts are NOT allowed in your submission.

**DISCUSSION / CONCLUSION** (*header in uppercase*)

- How does the result address the hypothesis?
- How do the reported findings contribute to the knowledge in the respective field?

**GRANT SUPPORT** (*list only in the grant support field*)

- Authors are encouraged to acknowledge grant support for work where applicable.

## ABSTRACT SUBMISSION FORMAT

All **POLICY** abstracts must be organized using the following format:

**TITLE** (*uppercase*) must be a maximum of 60 characters, spaces and punctuation included.

**AUTHORS** (*mixed cases*) who have significantly contributed to the work should be listed. The recommended limit is 10 authors.

- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

**AFFILIATIONS** (*capitalized*)

- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

**PROBLEM / ISSUE TO BE CONSIDERED** (*header in uppercase*)

**UNDERLYING ISSUE KEY FACTORS** (*header in uppercase*)

**RECOMMENDATIONS** (*header in uppercase*)

**GRANT SUPPORT** (*list only in the grant support field*)

- Authors are encouraged to acknowledge grant support for work where applicable.

**Note:** Policy/special technologies & methodologies abstracts should contain a brief description of the problem/issue to be considered, the key factors underlying the issue, and the recommendations for moving forward.

## ABSTRACT SUBMISSION FORMAT

All **CLINICAL PRACTICE** abstracts should be organized using the following format:

**TITLE** (*uppercase*) must be a maximum of 60 characters, spaces and punctuation included.

**AUTHORS** (*mixed cases*) who have significantly contributed to the work should be listed. The recommended limit is 10 authors.

- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

**AFFILIATIONS** (*capitalized*)

- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

**PURPOSE** (*header in uppercase*)

- Explain the importance of the research or activity to include objectives, goals, and purpose.

**PROJECT DESCRIPTION** (*header in uppercase*)

- Describe the problem/issue to be considered, the key factors underlying the issue.
- Disclose the best practice guidelines used to address the problem/issue and protocols used to incorporate these guidelines into practice.
- Note the implications and recommendations for clinical practice moving forward.

**GRANT SUPPORT** (*list only in the grant support field*)

- Authors are encouraged to acknowledge grant support for work where applicable.

## ABSTRACT SUBMISSION GRADING CRITERIA

**All abstracts will be reviewed using the following categories:**

**RELEVANCE AND ADHERENCE** to the mission of Xavier University of Louisiana College of Pharmacy: to prepare pharmacists to impact medically under-served communities in an effort to eliminate health disparities through patient-centered care, community service, and scholarly work.

**INNOVATION AND CONTRIBUTION** to knowledge base.

**CLARITY AND COMPLETENESS** of the content including overall quality, purpose and objective, theoretical and/or applied focus, research/activity methods, findings, and potential practical application.

**ORGANIZATION** of the abstract content, as outlined on pages 4–6.

**POTENTIAL CONTRIBUTIONS** of the study to science/society.

**RESEARCH DESIGN** — sufficient background information and description of the data collection and analysis procedures (if applicable).

**RESULTS** — discussion of empirical studies, or detailed predictions of the expected direction if the study has not yet been carried out. Are the results likely to be of value to the field?

**Note:** Selected abstracts will be presented during Concurrent Podium Presentation Sessions and/or Poster Sessions.

## ABSTRACT SUBMISSION CHECKLIST

### The following items must be completed for successful submissions & presentations:

- REGISTER** to attend the XULA 2018 Conference. The Early Bird Registration Discount expires at 11:59 PM Eastern on January 15, 2018, and the Standard Registration Rate expires at 11:59 PM Eastern on March 16, 2018. All registration fees must be paid by the respective deadlines in order for discounts to apply.
- PREPARE YOUR ABSTRACT** according to the guidelines (remember not to exceed 300 words).
- SUBMIT YOUR ABSTRACT** via the online form by 11:59 PM Eastern on March 12, 2018 at <http://xula.the1oshuagroup.com/abstractform.html>.
- ACKNOWLEDGMENT OF RECEIPT** will come from the RCMI Abstract Services Administrator ([xula@the1joshuagroup.com](mailto:xula@the1joshuagroup.com)) within 30 minutes of submission. If you have not received an email receipt (remember to check your junk mail folder), please call 404.559.6191.
- ABSTRACTS SELECTED** for podium and/or poster presentation will receive notification emails no later than March 26, 2018.
- CONFIRM YOUR PARTICIPATION** as an abstract presenter using the link in your notification email no later than April 2, 2018. If you submit more than one abstract, then you must confirm for each accepted abstract that you plan to present at the conference.

*For inquiries, please contact:*

**XULA-COP Conference Organizer**

c/o 1Joshua Group, LLC

1513 East Cleveland Avenue

BLDG 100-B, STE 202

Atlanta, GA 30344-6947

**Phone:** 404.559.6191

**Fax:** 404.559.6198

**Email:** [xula@the1joshuagroup.com](mailto:xula@the1joshuagroup.com)