



**TEPHINET**

**12<sup>th</sup> Regional Scientific  
Conference of the Americas**

**BRAZIL**

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## Abstract Submission Instructions and Guidelines

### **GUIDELINES FOR ABSTRACT PREPARATION AND SUBMISSION:**

- Use Microsoft Word, or similar software, to create your abstract. Save each abstract and other documents as separate files and paste them into the web-based abstract submission system.
- Abstracts may not exceed 350 words in length.
- On the application site, the abstract is divided into four sections: Background, Methods, Results, and Conclusions. The total word count of all four sections cannot exceed 350 words, not including the title.
- You may save information and edit your submission up to the submission deadline. Changes cannot be made to the abstract April 16, 2023. For duplicate submissions, only the latest submission will be reviewed. No abstracts will be accepted past the official submission deadline and abstracts previously accepted for presentation(s) will not be accepted for presentation at a subsequent TEPHINET conference.
- Because of production limitations, no graphics can be accepted.

### **ABSTRACT FORMAT:**

TEPHINET collects the following information for each abstract submitted online. (See sample abstract to determine how the abstract text should be pasted from MS Word or similar software into the web-based system):

#### **1. Title**

- Be brief. Avoid subtitles if possible.
- Capitalize major words only. Capitalize the second component of hyphenated terms.
- Do NOT use abbreviations or acronyms in title.
- Give geographic location (country, state or city) and dates of study or investigation. Do not abbreviate geographic locations; separate them from the rest of the title by a

dash, e.g., "Outbreak of Zika - Brazil, 2015 ."

## 2. Abstract text

- Structure the abstract, using the following subheadings to identify each section:  
**Background, Methods, Results, and Conclusions.**
  - The **Background** section should address both (1) the public health significance of the subject and (2) the scientific background and rationale for the study.
  - Since an abstract is a citable document, the **Results** section must contain data. It should not include such statements as "Data will be discussed." ***If considerable work is needed before the conference, please state in the abstract that results are preliminary.***
- If the results and conclusions of the study do change based on data analysis done after submission of the abstract, you may highlight the changes in your presentation, whether oral or poster, if your abstract is accepted.

## 3. Authors and FETP identification

- Please submit the names and email addresses of all authors that should be listed on the paper. **Please ensure that all of your co-authors have agreed to being listed on the paper prior to submitting your abstract.**
- Only the applicant should be designated as the presenting author. All additional authors should be listed as corresponding authors.
- Submit the name of the country where the FETP is based in the author field. All authors listed on a single abstract should have the same country, unless the abstract represents work done in collaboration between multiple FETPs.
- If you are submitting a paper on someone else's behalf, when your name appears in the author field please click 'Edit' and then select 'I am not an Author.'

## 4. Topics:

When submitting your abstract in Ex Orodo, first select the research area by clicking 'Infectious', 'Non-Infectious', or 'Other.' Then select one relevant research subject from the list provided.

## 5. Research Methods and Type:

- When prompted in Ex Orodo, indicate research method and abstract type by selecting from the drop-down menus. If you choose 'other' then specify in the space provided.
- Methods:
  - Outbreak or cluster investigation
  - Public health analysis
  - Public health intervention

- o Surveillance evaluation
- o Other
- Research Type:
  - o Descriptive study
  - o Cross-sectional study
  - o Cohort study
  - o Case-control study
  - o Surveillance system analysis
  - o Other study design

**7. Key words:**

- Please include 2 to 4 key words separated by a comma. Use terms listed in the Medical Subject Headings (MeSH) from the Index Medicus:  
<https://meshb.nlm.nih.gov/#/fieldSearch>

**8. Presenter and Program Director and/or Resident Advisor Information:**

- Specify presenter details and contact information for Program Director and or Resident Advisor. if applicable.

**STYLE GUIDELINES:**

- Avoid using jargon, such as “cases” for “patients.”
- Define all abbreviations upon first use in the abstract, e.g., oral contraceptives (OC), except for those used in standard measurements, e.g., 25 mg\L.
- Use an en dash “-” with no spaces between characters for a dash. For example, “providers in the area–i.e., physicians.”
- It is usual practice to spell out numbers less than 10 except in the case of standard measurements such as time, dose, and temperature, e.g., “two patients,” but “2 cc” and “9 p.m.”
- Use metric units. Show conventional terms, if desired, in parentheses, e.g., “0 C (32 F).”
- Use standard “mL,” “cm,” etc. Exception: Use “L” for liter.
- Use “%” with specific measurements, e.g., “2%,” but use “percentage” in stating a generality or category, e.g., “The percentages reflect . . .”
- When a percentage is given in addition to a numerator and denominator, the percentage should directly follow the numerator and be enclosed in parentheses, e.g., “18 (86%) of 21 patients developed...”