



2020 CAIRIBU MEETING ABSTRACT GUIDELINES

Collaborating for the Advancement of Interdisciplinary
Research in Benign Urology



General abstract guidelines

- All authors named in the abstract must have agreed to its submission for presentation
- It is the responsibility of the submitting author to ensure the abstract is in perfect order with no spelling or grammatical errors as abstracts will not be corrected
- Submitted abstracts will be evaluated individually by peer reviewers based on these criteria:
 1. Context and interest: Question or hypothesis is clearly stated, key evidence leading to question or hypothesis is clearly articulated, scientific/clinical significance is cited
 2. Experimental design and data presentation: Experimental approach and methods are clearly described, data is concisely presented and prioritized to include most relevant findings
 3. Evaluation and analysis of data: Results are concisely described, conclusions are clearly noted without over- or under-statement, future work to alleviate any remaining questions is cited, figures and/or tables (if used) are helpful to illustrate findings
 4. Written communication: Title is informative, abstract is written well and presented in logical order without irrelevant information, scientific nomenclature is correctly used
- Abstracts of works “in progress” are acceptable
- High quality abstracts may be chosen for awards and potentially for oral presentations [*guidelines for oral presentations – e.g., length, # of slides, format, etc. – will be available after the abstract submission deadline*]
- An author may submit up to 3 abstracts, but only one will be eligible for an oral presentation of any kind

Preparation of abstracts

1. **Deadline.** Abstracts are due by 11:59 p.m. (Central Time) on October 1, 2020. Send via email (Word doc or PDF) to penn@urology.wisc.edu.
2. **Size.** Abstract is limited to 2,330 characters not including spaces. Character count includes body of abstract, tables, and graphics (i.e., NOT the title, authors' names or affiliations). Tables account for 225 characters per table. Graphics also account for 225 characters each.
3. **Title.** Should clearly define the topic and contain no abbreviations.
4. **Authors.** List the primary author's full name followed by other authors' names. Spell out the names of all authors using full first name, middle initial, and last name. List each author's affiliation as in the example on the next page.
5. **Body of abstract.** The abstract should be informative and detailed.
 - a. Body must contain 4 separate paragraphs: **Introduction and Objective, Methods, Results, and Conclusions**
 - b. It is not acceptable to state that “results will be discussed;” specific outcomes are necessary, including for abstracts that describe studies still in progress
 - c. Major new findings should be clearly articulated
 - d. Standard abbreviation may be used after spelling out the full term the first time it is used followed by the abbreviation in parenthesis
 - e. Graphs and/or tables may be used; character count is as stated in #1 above
 - f. Proprietary names of drugs are not allowed; use generic names

THIS IS THE TITLE OF MY PRESENTATION

Author One,¹ Author Two,¹ Author Three,² Author Four,³ Author Five^{1,3}
¹Affiliation, ²Affiliation, ³Affiliation

INTRODUCTION AND OBJECTIVE: This is your introduction, which includes a sentence or two of background followed by the objective(s) of the study.

METHODS: Methods, materials, and subjects (if appropriate) are described in sufficient detail for readers to understand the techniques and statistical methods employed.

RESULTS: Major results are summarized here with statistical significance listed as appropriate. For completed studies, try to avoid a list of results “to be discussed.” For abstracts of work yet to be done, can list expected/anticipated results.

CONCLUSIONS: Here you can provide a few sentences describing the significance of the results, summarizing the results only if needed, and clinical or scientific relevance of your findings.
