

## UCCOM 2026 Research and Service Symposium Abstract Guidelines

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**General Formatting:** Times New Roman, font size varies as indicated below. Single spaced text, 1 inch margins.

**Title:** Summarizes abstract; should be concise and informative. Centered, Times New Roman, size 14, **bold**.

**Author(s):** List name for each author and credentials. Please **bold** and underline the name of the author presenting the poster. In parentheses after the respective names, indicate (Medical Student) and (PI). Use superscript numbers after each name to associate individual with affiliations listed next. Centered, Times New Roman, size 12.

**Affiliations:** List institution, department, division (including city and state) affiliations immediately following authors, referencing with the corresponding superscript numbers. Centered, Times New Roman, size 10.

**Body of Abstract:** Left justified, no indent, Times New Roman, size 12, each section title **bold**.

Introduction:

Methods:

Results:

Conclusion:

**Presenting author contact information:** (this is traditionally the medical student presenter) Include - name, email address, and cell phone number. Left justified, Times New Roman, size 10.

**Category (Choose one):** Clinical Medicine, Clinical Surgical, Basic Science, Translational, Service, Other. Left justified, Times New Roman, size 10.

**Subcategory:** Department and/or Subspecialty Division. Left justified, Times New Roman, size 10.

**Key Words/Tags:** Imagine that you are a first-year medical student interested in doing a similar research project. Maybe they want to work in the same department, research a similar disease in a similar patient population, or use the same research methods. List five (5) words that an interested person could use to find your research work among others at UCCOM. Left justified, Times New Roman, size 10.

**Word limit:** 450 words in body of abstract text (excludes title, authors, affiliations, contact information, key words).

**DO NOT INCLUDE REFERENCES, PICTURES, OR DIAGRAMS**

**Guidance for specific sections of your abstract follow from the American College of Physicians:**

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**Title:** The title should summarize the abstract and convince the reviewers that the topic is important, relevant, and innovative. To create a winning title, write out 6 to 10 key words found in the abstract and string them into various sentences. Once you have a sentence that adequately conveys the meaning of the work, try to condense the title yet still convey the essential message. Some organizations require a special format for the title, such as all uppercase letters, all bolded, or in italics. Be sure to check the instructions.

**Author Information:** Following the title, the names of all authors and their institutional affiliations are listed. It is assumed the first author listed will make the oral presentation. Determine if the first author needs to meet any eligibility requirements to make the presentation. For example, the first author may need to be a member of the professional society sponsoring the research meeting. This information is always included with the abstract instructions.

**Introduction:** This usually consists of several sentences outlining the question addressed by the research. Make the first sentence of the introduction as interesting and dramatic as possible. For example, "100,000 people each year die of..." is more interesting than "An important cause of mortality is..." If space permits, provide a concise review of what is known about the problem addressed by the research, what remains unknown, and how your research project fills the knowledge gaps. The final sentence of the introduction describes the purpose of the study or the study's a priori hypothesis.

**Methods:** This is the most difficult section of the abstract to write. It must be scaled down sufficiently to allow the entire abstract to meet the word count limit, but at the same time it must be detailed enough to judge the validity of the work. For most clinical research abstracts, the following areas are specifically mentioned: research design; research setting; number of patients enrolled in the study and how they were selected; a description of the intervention (if appropriate); and a listing of the outcome variables and how they were measured. Finally, the statistical methods used to analyze the data are described.

**Results:** This section begins with a description of the subjects that were included and excluded from the study. For those excluded, provide the reason for their exclusion. Next, list the frequencies of the most important outcome variables. If possible, present comparisons of the outcome variables between various subgroups within the study (treated vs. untreated, young vs. old, male vs. female, and so forth). This type of data can be efficiently presented in a table, which is an excellent use of space. But before doing this, check the rules to see if tables can be used in the abstract. Numerical results should include standard deviations or 95% confidence limits and the level of statistical significance. If the results are not statistically significant, present the power of your study (beta-error rate) to detect a difference.

**Conclusion:** State concisely what can be concluded and its implications. The conclusions must be supported by the data presented in the abstract; never present unsubstantiated personal opinion. If there is room, address the generalizability of the results to populations other than that studied and the weaknesses of the study.

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### **Additional Guidance:**

Research literature has a special language that concisely and precisely communicates meaning to other researchers. Abstracts should contain this special language and be used appropriately. See [The Glossary](#) of commonly used research terms.

Avoid the use of medical jargon and excessive reliance on abbreviations. Limit abbreviations to no more than three and favor commonly used abbreviations. Always spell out the abbreviations the first time they are mentioned unless they are commonly recognized (e.g., CBC).

Although short in length, a good abstract typically takes several days to write. Take this into account when budgeting your time. Seek the help of an experienced mentor. Share the abstract with your mentor and make revisions based upon the feedback. Allow others to read your draft for clarity and to check for spelling and grammatical mistakes. Reading the abstract orally is an excellent way to catch grammatical errors and word omissions.

Here is a checklist you can use to review your abstract before submission:

[https://www.acponline.org/sites/default/files/documents/education\\_recertification/education/program\\_directors/abstracts/prepare/sciab\\_checklist.pdf](https://www.acponline.org/sites/default/files/documents/education_recertification/education/program_directors/abstracts/prepare/sciab_checklist.pdf)

If you are thinking of submitting your abstract for ACP, here is an example of a winning resident abstract presented at their meeting: **(NOTE: The formatting and content differs from above and should only be applied if submitting to the ACP.)**

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