

# ABSTRACT SUBMISSIONS

## FAQs & ABSTRACTS' REQUIRED INFORMATION

### JUMP TO:

1. [INSTRUCTIONS / INFORMATION: SCIENTIFIC ABSTRACT SUBMISSION](#)
2. [INSTRUCTIONS / INFORMATION: PROGRAM & PROJECT ABSTRACTS](#)
3. [INSTRUCTIONS / INFORMATION: GLOBAL HEALTH EDUCATION ABSTRACTS](#)
4. [HOW DO I GET MY USERNAME AND PASSWORD?](#)
5. [HOW DO I CREATE A NEW ABSTRACT?](#)
6. [HOW DO I FILL IN AN ABSTRACT?](#)
7. [STEP 1: ENTER PRESENTATION TITLE AND TOPIC \(TRACK\)](#)
8. [STEP 2: ADD AUTHORS AND CHOOSE A PRESENTER](#)
9. [STEP 3: FILL IN THE BODY \(TEXT\) OF THE ABSTRACT \(MAX 360 WORDS\)](#)
10. [STEP 4: CONFIRM THE AFFIRMATIONS](#)
11. [HOW DO I SUBMIT MY ABSTRACT?](#)
12. [WHICH WEB BROWSERS ARE SUPPORTED?](#)
13. [CAN I MAKE CORRECTIONS TO A SUBMITTED ABSTRACT?](#)
14. [WHAT IF MY QUESTION IS NOT ANSWERED HERE?](#)



## 1. Instructions / Information: SCIENTIFIC ABSTRACT SUBMISSION

Abstracts selected for Oral Presentation may require editing to comply with publication requirements of The Lancet Global Health. Abstract submittants will be contacted if this is the case.

**REQUIRED INFORMATION FOR SCIENTIFIC ABSTRACTS** | Abstracts that do not address the required items risk lower scores and therefore greater probability of being rejected for presentation.

### BACKGROUND:

- Context
- Why the study was done, in one or two sentences
- Aim: State specific aim/s or hypothesis, if appropriate

### METHODS:

- Study Design: Indicate where the study was done – countries and how many centres/hospitals. What was the study design – eg. Randomized controlled. If appropriate, provide information about randomization, masking, and stratification (how were participants allocated to groups? Were participants, investigators, and those assessing outcomes masked to group assignment?)
- Participants: Who were they? How were they recruited? How many were studied? Were they male or female, children or adults? What were the inclusion and exclusion criteria?
- Interventions: If appropriate. For example, for drugs please provide rINN, doses, route and schedule of administration
- Analysis:
  - o What were the primary outcomes; how did you decide on or calculate the number of individuals to be included in the study; what statistical tests did you use? If a randomized controlled trial, was the analysis per protocol or intention to treat, or something else?
  - o Details of ethics approval and patient consent. Was informed consent (written or verbal) obtained from the participant or their guardians? Who approved the study?
- If applicable, please provide registration number and name of trial register

### FINDINGS:

- Provide number of participants assigned and analyzed in each group
- Describe outcomes, data, and statistical tests if appropriate. For example, for randomized controlled trials, the actual numbers and percentages for the primary outcome/s, and estimated effect size (eg., odds ratio) and its precision (eg, 95% CI). Please report SD for mean



values and IQR for medians, and give exact p values unless  $p < 0.0001$

- Any important adverse events/side-effects

#### INTERPRETATION:

- General interpretation of the results and their significance
- Outline limitations and strengths of the study

#### SOURCE OF FUNDING:

Funding: Source of funding – if none, write “none”.

---

## **2. Instructions / Information: PROGRAM & PROJECT ABSTRACTS**

**The following is provided as guideline and not as rule** as a number of items may not be applicable to many programs/projects. However, if your programmatic abstract is selected for oral presentation, additional editing may be required to comply with publication requirements of 'The Lancet Global Health'. Abstract submittants will be contacted if this is the case.

#### BACKGROUND

- Identify the problem the program is addressing
- Program/Project period and location(s)
- Why the program/project is in place, in one or two sentences
- Program's intervention(s)
- Primary outcomes of the program

#### METHODS

- Program/Project Goals, Desired Outcomes
- Participants and Stakeholders: How were they selected, recruited?
- Capacity Building / Sustainability: What is the plan, structure in place to encourage viability?

#### FINDINGS

- To date, what are the successes and outcomes achieved?
- Monitoring & Evaluation Results (if conducted)

#### INTERPRETATION

- What are the ongoing challenges?
- Are there any unmet goals?
- How are/may future program activities change as a result?



**SOURCE OF FUNDING:**

Funding: Source of funding – if none, write “none”.

---

**3. Instructions / Information: GLOBAL HEALTH EDUCATION ABSTRACTS**

In addition to the Scientific and Programs/Projects abstract pathways, this is the second year that we are offering an EDUCATION PATHWAY. The EDUCATION PATHWAY is intended for abstracts relating to

1. Instructional methodology
2. Curriculum and course design
3. Assessment/evaluation of educational programs
4. Experiential learning in global health
5. Administrative issues related to education, including working with university administration and international partners
6. The art and science of teaching and learning
7. Community/Public Education
8. Education in Health Policy or Ethics
9. Global Health Education Research

The EDUCATION PATHWAY is not appropriate for abstracts relating to medical or clinical research of which education is only a component of the overall project (use the SCIENTIFIC PATHWAY) or abstracts relating to global health programs or projects for which education is only a component of the program or project (use the PROGRAMS AND PROJECTS PATHWAY).

Abstracts should only be submitted for educational programs or projects that have been implemented and evaluated in some way.

If your education abstract is selected for oral presentation, additional editing may be required to comply with the publication requirements of The Lancet Global Health.

Abstract submittants will be contacted if this is the case.

**REQUIRED INFORMATION FOR GLOBAL HEALTH EDUCATION ABSTRACTS** | Abstracts that do not address the required items risk lower scores and therefore greater probability of being rejected for presentation.

**BACKGROUND**

- Identify the educational initiative, curriculum, or intervention being addressed.

- State the significance of the educational initiative, curriculum, or intervention.
- Identify the learning objectives and/or goals of the educational initiative, curriculum, or intervention being described.

#### METHODS

- Provide a description of initiative (program/curriculum/intervention)
- Describe the degree of innovation in the topic matter, methods, or perspective of the project.
- Indicate how the initiative in the abstract thoughtfully builds on existing global health educational and pedagogical methods
- Indicate the initiative time period, location of the initiative, participants, and stakeholders

#### FINDINGS

- Describe the evaluation, outcomes, and/or results of the initiative, curriculum, or intervention

#### INTERPRETATION

- Describe the evaluation of the initiative and/or impact and broader implications of initiatives and/or lessons learned)
- Describe whether the initiative is scalable beyond the institution where the initiative took place or has relevance to teaching methods and practices across borders.
- Describe the initiative's potential impact on global health practice, education, and/or policy.

#### FUNDING

- Source of funding – if none, write “none”.

---

## 4. How do I get my username and password?

Click on "Forgot your login data?" and search for your name or personal ID. If a database entry is found, you can send an email to the address stored in the database. This email will contain a link which allows you to either choose your username and password - or to change your password, if you already had one.

If you do not receive the email, please check your spam-folder. If you suspect that the email address stored in your account is wrong or outdated, please do not create a new account but contact us to have it changed.

Please always try searching for your account first - you might already be registered in the database, either because a colleague entered your data as a co-author to another abstract in the past, or because you were registered for a congress, or had a membership.

If the search turns up no result, switch to "create a new account" and fill out the form to register yourself with the database. You will be able to choose a username and password in the process.

---

## 5. How do I create a new abstract?

After login you will see a choice of abstract types available for submission - each with a short explanatory description.

Simply click the "New abstract" button for the type of abstract you wish to create. You can create multiple abstracts, choosing a new type for each one.

---

## 6. How do I fill in an abstract?

Once you have created an abstract, the system will guide you through 4 steps to complete it. You can take those steps in any order you want, but you cannot submit your abstract before all steps have been completed.

Step 1: Enter title and topic

Step 2: Add authors and choose a presenter

Step 3: Fill in the body (text) of the abstract

Step 4: Confirm the affirmations

---

## 7. Step 1: Enter presentation title and topic (track)

Just type or copy your abstracts presentation title into the respective field (250 characters), and select a primary and secondary topic (track) from the dropdown.

Please select your preferred presentation type (oral; paper poster; electronic poster; no preference).

---

## 8. Step 2: Add authors and choose a presenter

Click "add author" and enter the name of the author you wish to add. If the name was found in the database as it might have already been entered by a colleague as an author for another abstract, simply click on that name to add it to your abstract.

If you cannot find an author, you can create a new entry in the authors database by filling out the form below the search results. The last name in the form will be locked to the name you searched for - to change this field you have to do another search.

After adding all authors, choose a presenter by simply clicking the 'presenter' radio button of the respective author in the authors list.

You can pick each authors affiliation from the dropdown next to their name. Select "other..." to enter a new affiliation.

---

### **9. Step 3: Fill in the body (text) of the abstract (max. 360 words)**

The system will provide you with one or multiple text boxes according to the structure of the chosen abstract type. Just type or copy your text into these text boxes without repeating the headers.

Any formatting options you are allowed to use will be available via buttons on top of the textbox. No uploads (pictures, tables etc.) are allowed.

Any limitations for your abstracts (number of characters or number of words, limited amount and combined file size for images) will be displayed right of the text boxes.

---

### **10. Step 4: Confirm the affirmations**

You have to confirm various affirmations by clicking the appropriate checkboxes. Please carefully read the text of each affirmation before confirming it.

---

### **11. How do I submit my abstract?**

The submit page will display the completion status of each part of your abstract. If the abstract cannot be submitted yet because some part is incomplete or missing, you will be informed about this on this page.

Below the completion status you will see a summary of the abstract you are about to submit. Please make sure everything is correct before you hit the submit button.

You do not have to submit your abstract right away. You can logout and come back later to edit your abstract and make changes. Please remember to return and submit your abstract before the submission deadline ends.

---

## 12. Which web browsers are supported?

The abstract submission operates with any current browser, including but not limited to, current versions of Internet Explorer, Firefox, Chrome and Safari. If you are using a Javascript blocker make sure you do allow execution of scripts from esociety.netkey.at.

Using an outdated browser version that is no longer supported/updated by its maker can lead to unexpected behavior. If you run into problems using an old browser, please update to a newer version, or use a different browser.

You can [download the newest version of IE](#) here.

Google Chrome does update automatically in the background. You can [download Google Chrome](#) here.

Newer versions of Firefox do offer automatic updates too. If you have an older version, you can [download the newest Firefox](#) here.

---

## 13. Can I make corrections to a submitted abstract?

No, once submitted your abstract cannot be edited again.

If you are unsure, you can keep your un-submitted abstract in the system right until the submission deadline.

Please remember to return and submit your abstract before the deadline ends.

---

## 14. What if my question is not answered here?

If you have any questions, please do not hesitate to contact CUGH: Doris Steinbach [dsteinbach@cugh.org](mailto:dsteinbach@cugh.org).