

# Abstract Submission Guidelines

**The abstract submission site opens Wednesday, September 12, 2018.**

**Abstract submission website:** <https://spr.confex.com/spr/spr2019/cfp.cgi>

To facilitate reviews and scheduling, all abstracts must be submitted via the website by **Wednesday, October 31, 2018, 11:59 pm, Pacific**. If you have ANY questions about the annual meeting or program content, please contact Jennifer Lewis, SPR Executive Director at [jenniferlewis@preventionresearch.org](mailto:jenniferlewis@preventionresearch.org) or 703-934-4850, x213. For urgently needed technical support, phone +1 (401) 334-0220 between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Standard Time (GMT -05:00).

PDF version of the Call for Papers ([http://www.preventionresearch.org/wp-content/uploads/2018/09/2019-SPR-Call-for-Papers\\_9-7-2018-final.pdf](http://www.preventionresearch.org/wp-content/uploads/2018/09/2019-SPR-Call-for-Papers_9-7-2018-final.pdf))

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## 2019 Annual Meeting Call for Papers

1. Make sure to keep/print out your email notifications. Each abstract that you submit has its own ID# and password which you'll need to access the abstract.
2. Chairs/Organizers of organized paper symposium, organized poster forums, the "20 x 20" presentations, and the TED-Like Talk Format must submit all abstracts within the session. The Confex system automatically links all abstracts within a session. **Remember that all abstracts within a session must have the same theme.**
3. Word/character limit: There is a 2800 character limit for each abstract which is approximately 400 words.
4. No tables or figures are permitted. References are not required.
5. Please do not include the names of chairs, authors and discussants in your abstracts. Abstracts are reviewed in a "blind," peer-review.
6. Research Foci Questions must be completed for each abstract submitted.  
<http://www.preventionresearch.org/wp-content/uploads/2017/09/SPR-2018-Call-for-Papers-Author-Abstract-Submission-Questions.pdf>
7. Please contact the SPR staff for assistance. So that you can complete your submission as efficiently as possible we're happy to guide you through the process. Email [jenniferlewis@preventionresearch.org](mailto:jenniferlewis@preventionresearch.org) or [dj@preventionresearch.org](mailto:dj@preventionresearch.org) or call 703-934-4850, ext. 213.

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## Deadline for Submission and Other Important Dates

- The abstract submission website is open as of **Wednesday, September 12, 2018.**
- **The abstract submission deadline is Wednesday, October 31, 2018, 11:59 pm, Pacific.**
- Presenting Author Acceptance notifications will be e-mailed in early-March 2019.
- Presenting Author Schedule notifications will be e-mailed mid-April 2019.
- The complete schedule will be available mid-April 2019.

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## Author Instructions

**Each abstract submission may contain a maximum of 2800 characters (including spaces) which is approximately 400 words. Tables and Figures are not allowed. References are not required.**

Given the limited time and rooms for oral presentations, we are especially interested in organized paper symposia, organized poster forums, “20 x 20” presentation format and the “TED-Like Talks” that include authors from a variety of research groups and from more than one project; or from several authors from single research studies, such as multi-site and/or longitudinal studies.

We seek broad participation in the conference, and many individual poster presentations can be accommodated. We will again combine the three evening poster sessions with receptions to enhance camaraderie.

Please note that all submissions must be in English.

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## Abstract Types

### Individual Paper Presentation

Abstracts of individual research papers may be submitted for a 20 minute oral presentation. A maximum of three individual papers will be grouped together based on a single theme and similar content within a 90-minute concurrent session. A volunteer chair will facilitate an extended period of open discussion following the three oral paper presentations.

**When submitting an individual paper presentation, your abstract will be reviewed as an individual paper. However, authors are encouraged during the abstract submission process to indicate their willingness to present an individual poster and/or a paper within the “20 x 20” presentation format, if your submission cannot be scheduled as an individual paper in a session with 2 other individual papers due to the limitations of meeting time and space.**

### **Individual Poster Presentation**

Poster displays allow presenters to discuss their research with interested colleagues during a 75-minute block of time. The standard poster boards are 4 ft. high x 8 ft. wide. The poster sessions will be held in the early evening along with a reception, and will not compete with any other sessions. Please note there is a [NIDA International Poster Session](#), held in conjunction with the SPR poster session which will be held Tuesday, May 28, 2019 (select the category/theme “NIDA International Poster Session” when submitting to this session).

### **Organized Paper Symposium**

An organized paper symposium provides for multiple oral research presentations to be made on a **single theme** involving a brief introduction by the chair, 3 (minimum/maximum) presenters, with one discussant (encouraged, though optional) and open discussion from the floor. The concurrent session is 90-minutes. Presenters have 15 minutes to present the core content and the discussant has 15 minutes to comment upon the presentations with 30 minutes reserved for interactive discussion, facilitated by the chair, between the presenters and the session audience. An abstract should be submitted that describes the overall symposium, and separate abstracts should be submitted for each proposed presentation (that is, 4 abstracts should be submitted for a symposium with 3 presenters). **One person should submit all components of the organized paper symposium.**

### **Organized Poster Forum**

An organized poster forum provides for multiple, 4 minimum/8 maximum, poster research presentations to be made on a single theme. The concurrent session is 90-minutes. Poster boards are standard 4ft. high x 8 ft. wide boards. Posters will be displayed for a 45-minute period allowing time for presenters to individually discuss their research with the session audience as they move through the posters. 15 minutes is allocated for comments from a discussant (encouraged, though optional) and 30 to 45 minutes (if no discussant) of general discussion, moderated by the chair, between the presenters and the session audience. **One person should submit all components of the organized poster forum.**

### **TED-Like Talk**

A TED-Like Talk presentation provides for multiple oral presentations to be made on a **single theme** involving a brief introduction by the chair and 4 minimum/6 maximum unique presenters (not including the chair, a presenter may not present more than 1 time in the session). These TED-Like Talks offer commentary, present new ideas, promote a new direction, or emphasize a take-home message from your work that transcends single empirical papers. The TED-Like Talk is less of a research format, more personal, process orientated, concise, and presents innovative and ground breaking ideas. The talks should be engaging and inspiring. Presenters have 10 – 15 minutes total for their presentation. After the 4-6 presentations there will be 30 minutes for active discussions/questions. The Ted-Like Talk abstract submission should include only one abstract which outlines the overall topic of the session, the innovation, and/or take home message. The individual presentations should be briefly highlighted. **One person should submit all components of the Ted-Like Talk.**

### **Organized “20 x 20” Presentation**

An organized “20 x 20” presentation provides for multiple oral research presentations to be made

on a **single theme** involving a brief introduction by the chair and 6 (minimum/maximum) unique presenters (not including the chair, a presenter may not present more than 1 time in the session). 20 x 20 presentations are fast-paced slide presentations. The name comes from the standardized format: each presentation is 20 slides set on a 20-second automatic advance. So, each presentation lasts exactly 6 minutes, 40 seconds. The 20-second advance favors slides that focus on a few (even one or two) words or images, not densely paced text. An abstract should be submitted by the chair that describes the overall session, and 6 separate abstracts should be submitted for each proposed presentation (that is, 7 abstracts should be submitted for a symposium with 6 presenters). **One person should submit all components of the organized “20 x 20” presentation.**

### **Roundtable Discussion/Scientific Dialogue**

A roundtable discussion/scientific dialogue (RD/SD) does not present research findings, but rather addresses an area or issue of fundamental importance to the field, in a format that encourages a lively exchange of different points of views. Examples include training and funding opportunities in prevention, priorities in prevention, and advocacy for the use of scientific approaches to prevention. The RD/SD chair and the required panel of five (5) discussants often include members/people outside the research community. The 90-minute RD/SD should include a brief introduction clearly outlining the issues presented by the chair followed by each of the discussants elaborating on their different viewpoints and perspectives on the issue. Then the chair facilitates extended open discussion with the session audience and the discussants. The RD/SD abstract submission should include only one abstract (unlike an organized symposium), which includes an outline of the issue and varying viewpoints that will be elaborated upon. Please note the panel must include 1 chair and 5 discussants. In the interest of providing an atmosphere of open discussion the meeting room, when possible, will be set up so that seating is in the “round.”

### **Technology Demonstration**

Abstracts are encouraged that describe prevention-related technology and science-based prevention program materials. A technology demonstration session will be presented during the conference for “hands-on” presentations of technology, such as statistical analysis programs, data collection instruments and techniques, literature search techniques, or science-based prevention curricula. The technology demonstrations will be held in the same area as the evening poster sessions. A table chairs and a power outlet will be provided. Please note that Internet access will not be provided without a charge incurred by the presenting author.

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## **Sample Abstracts**

Please see the following links for examples of five (5) model abstracts. These examples are included to provide guidance to authors; however, there may be instances in which another format is preferable depending upon the nature of your research and your proposed presentation.

1. [Organized Paper Symposium](#) (PDF)  
Introductory session abstract AND individual paper abstracts within an organized paper symposium. This model is also appropriate for an Organized Poster Forum introductory session AND individual poster abstracts within an Organized Poster Forum, Organized 20 x 20 Presentations,.
2. [Individual Paper](#) (PDF)
3. [Individual Poster](#) (PDF)
4. [Individual Technology Demonstration](#) (PDF)
5. [Roundtable Discussion/Scientific Dialogue](#) (PDF)
6. [Organized 20 x 20 Presentation](#) (PDF)
7. TED-Like Talks. The TED-Like Talk is similar to the roundtable discussion/scientific dialogue format; there is only one abstract which outlines the overall topic of the session, the innovation, and/or take home message. The individual presentations should be briefly highlighted

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## Author Roles

All persons associated with an abstract submission shall be included in the abstract author information. Please select author roles carefully. To maximize participation in oral presentations a limit on two Presenting Authors abstract submissions has been instituted. Oral presentations are limited to TWO per person, therefore when inviting your presenters for an organized symposium; confirm that they have not already committed to more than one other organized symposium presentation or individual oral presentation. Chairing a symposium or being a discussant does not count as an oral presentation.

**Submitter** – This individual is responsible for entering all abstract information and may or may not be an author or presenter.

**Presenting Author** – This individual is the presenter for oral (both individual papers or within an organized symposium, organized poster forum, 20 x 20 presentation and TED-Like Talks) and poster presentations and technology demonstrations. This individual must attend the meeting. There is a minimum and maximum of one Presenting Author per submission. A presenting author is limited to TWO oral presentations in the meeting. The presenting author is **ALWAYS LISTED FIRST IN THE PROGRAM.**

**First Author** – This individual is the primary author of the abstract and/or research paper. The primary author may or may not be a presenting author and may or may not attend the meeting. During the Author entry step you may order the authors as to how they should be listed in the program.

**Co-Author** – This individual(s) is a co-author on the abstract and/or research paper. Co-authors may or may not attend the meeting. There is no minimum or maximum requirement for Co-

Authors. During the Author entry step you may order the authors as to how they should be listed in the program.

**Chair/Organizer** – This individual organizes the symposium, roundtable/scientific discussion, poster forum, TED-Like Talk, and “20 x 20” presentation. The chair/organizer is responsible for coordinating the presenters’ abstracts, selecting the theme for the submission (note all abstracts within an organized session must have the same theme) and that the presenters and discussant attend the meeting. The Chair/Organizer acts as moderator to ensure presenters keep to the 15-minute time limit and to facilitate the open discussion segment of the session. The Chair/Organizer must attend the meeting. There is a minimum and maximum of one Chair/Organizer for an organized symposium, roundtable/scientific dialogue and organized poster forum, 20 x 20 presentation, and TED-Like Talk.

**Discussant** – This is an optional role in organized symposia and poster forums and a required role in roundtable discussions/scientific dialogues. Discussants are not expected to give presentations. In an organized symposium/poster forum a discussants role/goal is to identify common themes among the presentations, clarify the big-picture, and integrate the research presentations. In a roundtable/scientific discussion a discussants role is to elaborate on varying perspectives within the specified area or issue. Discussants are not limited to the number of organized symposia or roundtable/scientific dialogues in which they participate.

Note to ALL Presenting Authors, Chairs and Discussants: If your abstract(s) and session(s) are accepted you are required to register for the meeting.

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## Research Foci Questions

The Research Foci questions must be completed for each abstract submission. For the complete list, go to <http://www.preventionresearch.org/wp-content/uploads/2017/09/SPR-2018-Call-for-Papers-Author-Abstract-Submission-Questions.pdf>

Questions include

- Research Content
  - Research Method/Design
  - Research Method/Analytic Quantitative
  - Research Method/Analytic Qualitative
  - Research Method/Data Collecting Assessment
  - Research Population(s)
  - Developmental Stage
  - Research Funding
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## Abstract Review Criteria for Blind, Peer Review

PDF version (<http://www.preventionresearch.org/wp-content/uploads/2017/09/SPR-Abstract-Review-Criteria-for-Blind-2018.pdf>)

1. Review Type: Ranked Pick List
2. Rank Scoring: 6 point scale

1. Unacceptable
2. Very Weak
3. Weak
4. Strong
5. Very Strong
6. Exceptionally Strong

1. Each question is weighted. The total score will be the sum of the rank values times the question weights resulting in a maximum of 150 points total for each abstract.

- Questions for Individual Papers and Posters, Organized Paper Symposia, Organized Poster Forums, 20 x 20 Presentations and Technology Demonstrations are:

- Q1. Topic is likely to be of interest to annual meeting attendees. Weight = 5
- Q2. Clearly offers meaningful implications for prevention research. Weight = 5
- Q3. Quality of Research. Weight = 5
- Q4. Overall recommendation. Weight = 10

- Questions for Roundtable Discussions/Scientific Dialogues are:

- Q1. Topic is likely to be of interest to annual meeting attendees. Weight = 5
- Q2. Clearly offers meaningful implications for prevention research. Weight = 5
- Q3. Discussants will present diverse perspectives. Weight = 5
- Q4. Overall recommendation. Weight = 10

- Questions for TED-Like Talks are:

- Q1. Theme is likely to be of interest to annual meeting attendees. Weight = 5
- Q2. Clearly offers meaningful implications for prevention research. Weight = 5
- Q3. Presenters will offer commentary, innovative and ground breaking ideas, promote a new direction, or emphasize a take-home message. Weight = 5
- Q4. Overall recommendation. Weight = 10