

Abstract Submission Checklist

Please ensure you have completed the items below prior to submission.

- Does your abstract describe a research study or experience-sharing project that would be of interest to a wide variety of DC Members?** Is the study or project advancing research and practice by describing new findings, or the development of an innovative program or new educational materials?
- Is your abstract original?**
Abstracts must not have been presented and published previously in association with a scientific or professional conference. However, in the case of a large and/or multi-faceted project, it is acceptable to submit a new abstract to report on aspects of the project (including new data) that were not presented previously.
- Is your abstract complete?**
Whether submitted to the research or the experience-sharing sessions, your abstract **must** include:
 - objective of the study or purpose of the project
 - method used or process/content
 - results and implications or project summary and recommendations
 - conclusionsIf accepted, your abstract becomes the permanent published record of your work. It is to everyone's benefit that the abstract be as informative as possible.
- Is it evident that your project has been completed?**
Abstracts including a phrase similar to "Results will be presented and discussed at the conference" will not be accepted.
- Is your abstract well-written?**
Reviewers base their decisions on whether to accept an abstract solely on the written information submitted. Chances of having a paper accepted are increased by the application of a clearly-written, precise, informative abstract.
- Is your abstract (including title, authors, affiliation and text) 300 words or less?**
- Have you submitted only one abstract as the presenting author?** You may be second author on another abstract, but may present only one project.
- Have all persons listed as authors had an opportunity to review the abstract before submission?**
- Have you ensured that your abstract will be received by the deadline, February 15, 2012?** Late abstracts will not be accepted.