



CANADIAN FOUNDATION FOR DIETETIC RESEARCH  
LA FONDATION CANADIENNE DE LA RECHERCHE EN DIETETIQUE

**CFDR Research Showcase – DC Conference 2019  
Early Bird Abstract Submission Guide**

The Canadian Foundation for Dietetic Research (CFDR) will be hosting its annual Research Showcase on June 6, 7, and 8, 2019 at the Dietitians of Canada (DC) Conference in Ottawa, Ontario.

**Benefits**

- This program provides an excellent opportunity for dietitians to showcase their work to an audience of peers from across Canada and to build a network of colleagues.
- Employers are often likely to support the attendance of a presenter.
- Results of the peer review are available in time for abstract team members to take advantage of the Early Bird Conference registration rate.
- Accepted abstracts that are awarded a 10-minute oral segment with slides:
  - are presented with a slide deck prepared by the Presenting Author;
  - are displayed on the Conference mobile app;
  - are displayed on the CFDR website;
  - are displayed in the CFDR Research Room;
  - are published in the Fall 2019 edition of the Canadian Journal of Dietetic Practice and Research (the Journal,) provided that the oral segment is presented in person at the Conference. *Proof of Conference registration will be requested;*
- Accepted abstracts that are awarded an electronic poster spot AND a 3-minute oral segment (no slides):
  - are presented without a slide deck;
  - are displayed on the Conference mobile app;
  - are displayed on the CFDR website;
  - are displayed in the CFDR Research Room;
  - are published in the Fall 2019 edition of the Journal, provided that the 3-minute oral segment is presented in person at the Conference. *Proof of Conference registration will be requested.*

**Eligibility**

- DC members as well as non-members (**professionals and students**) may submit abstracts.
- The abstract submission **MUST** include results from **COMPLETED** research.
- Only **ONE** abstract may be submitted to CFDR for 2019 per Presenting Author.
- Presenting Authors may be co-authors on other abstracts, but they may present only one project.
- Abstracts must represent original work only: abstracts must not have been presented and/or published previously in association with a scientific or professional conference or journal.
- In the case of large and/or multi-faceted projects, it is acceptable to submit a new abstract to report on aspects of the project (including new data) that have not previously been presented or published.
- The Presenting Author must be registered for the conference in order to present. Proof of registration will be requested.

**Key dates and links**

Submission portal opens  
Submission portal closes  
Notification of Committee Decision

Early Bird Conference registration deadline  
Proof of Conference registration

**January 2, 2019**

**January 31, 2019 at 6 PM EST**

**March 15, 2019** – Contact CFDR no later than March 20, 2019 if you have not received notification.

**April 22, 2019**

**April 26, 2019**

CFDR Abstract Information webpage, which includes a sample of the submission form:  
<http://www.cfdr.ca/sharing/conference.aspx>

Abstract Submission Link:  
<https://www.xcdsystem.com/DC/abstract/index.cfm?ID=Gj7NaBP>

Dietitians of Canada National Conference webpage:  
<http://www.dconference.ca/>

## **PLEASE REVIEW THE INFORMATION BELOW PRIOR TO SUBMITTING AN ABSTRACT**

### **ABSTRACT SUBMISSION CRITERIA**

- **There is a \$25 non-refundable abstract submission fee for the Early Bird abstracts.**
  - *Payment of the abstract submission fee does not guarantee acceptance of abstract*
  - *The abstract submission fee is **NOT** your registration fee for the Conference*
  - *The abstract submission fee must be paid **BEFORE** submitting the abstract*
    - *by cheque to the CFDR office (**see footer for address**) **OR***
    - *by phone call to the DC office to pay by credit card (**Contact Teri at 416-642-9304**)*  
*Allow at least **ONE WEEK** for processing of the payment. The receipt/payment confirmation email **must be uploaded** to the abstract submission system.*
- There are two categories of abstracts:
  - Research: reports of original research
  - Experience Sharing: reports focusing on current issues or new developments in nutrition or dietetics (e.g., the process used to develop a new program or produce a valid research instrument)
- Abstracts may be submitted in English or French.
- The abstract submission **MUST** include results from **COMPLETED** research.
- All abstracts will be peer-reviewed (blinded review).
- Reviewers will consider elements (e.g., objective, methods, results, and conclusions), significance, and writing quality.
- The Abstract Review Committee reserves the right to decline any submitted abstract.
- For accepted abstracts that are awarded a 10-minute oral segment with slides, Presenting Authors will be expected to present in person at the Conference.
- For accepted abstracts that are awarded an electronic poster spot AND a 3-minute oral segment (no slides,) Presenting Authors will be expected to present in person at the Conference.
- Presenting Authors **MUST** be registered for the conference in order to present or have their Electronic Posters displayed. Proof of registration will be requested.
- All accepted abstracts must be posted to the CFDR Research Room (*instructions will be sent with notification of acceptance*).

## ABSTRACT WRITING GUIDE AND FORMAT INSTRUCTIONS

Please submit your abstract only **once** in order to avoid charges for additional submissions. You may revise your abstract until **January 31, 2019 at 6 PM EST**. **First time users** are required to create a profile before accessing the system.

**1. Presenting Author First Name**

**2. Presenting Author Last Name**

**3. Abstract Type** (*research or experience-sharing*)

**4. Presentation Preference** (*oral: 10-minute oral segment with slides; poster: electronic poster AND 3-minute oral segment without slides; or no preference*). The Abstract Review Committee makes the final decision about the presentation format

**5. Topic Area** (*select one choice from list*)

**6. Presenting Author Short Bio**

*This field requires the full name, credentials, professional title and short biography of the Presenting Author. If the abstract is awarded a 10-minute oral segment with slides, the text as written will be appended to the abstract and displayed on the Conference mobile App. The maximum for this field is 100 words.*

**7. Presenting Author's Email**

**8. Presenting Author's Secondary Email (if available)**

**9. Abstract Title**

*Insert the title in sentence case. As well, the first letter after a colon, proper names, and acronyms, must be either in sentence case or in uppercase.*

*Format Example:*

**Evaluation of tools: Participant satisfaction in Toronto using the Dining Assessment Protocol (DEP)**

**10. Names, Organizational Affiliations, and Locations of all Authors**

*Only the names (first initial + last name), Author order, organizational affiliations, cities (province acronyms) of **all Authors** are to be entered. Do not enter credentials. Information as written here will be placed with the abstract published/displayed. You will be prompted to enter the contact emails for all Co-Authors later in the submission process.*

*Format Example:*

*B. Smith<sup>1</sup>, C. John<sup>2</sup>*

*<sup>1</sup>Brown Institute, London, ON, <sup>2</sup>Green Space University, Edmonton, AB*

Tip: Use the X<sup>2</sup> (superscript) button to format the author organizational affiliation.

## 11. Abstract

- *The abstract is text only.*
- *Tables are not allowed.*
- *The maximum for this field is 300 words.*
- *Do not insert extra carriage returns between paragraphs.*
- *Do not include the names of authors or abstract title here.*

*Reviewers base their decisions on whether to accept an abstract solely on the written information submitted. Chances of having an abstract accepted are increased by the submission of a clearly written, precise, informative abstract. If accepted, your abstract becomes the permanent published record of your work. Consider the following when writing the abstract:*

- ***Does*** the 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*** it evident that your project has been completed?

**Research Abstracts must** contain the following 6 sections:

- **Introduction**
- **Objectives**
- **Methods**
- **Results** (This must be a summary of results to support the conclusions)
- **Conclusions** (It is not satisfactory to say "the results will be discussed")
- **Significance to the field of dietetics**

*Research abstracts are rated from 1-5 (poor–excellent). Reviewers also base their scores on the scientific merit, relevance to dietetics/nutrition, validity of results, and summary of results to support the conclusions and original research.*

**Experience-sharing Abstracts must** contain the following 6 sections:

- **Purpose**
- **Process or summary of content**
- **Systematic approach used, including supporting information**
- **Conclusions**
- **Recommendations**
- **Significance to the field of dietetics**

*Experience-sharing abstracts are rated from 1-5 (poor–excellent). Reviewers also base their scores on whether the abstract relates to current issues, new developments and the relevance to dietetics/nutrition.*

*The format of a structured abstract can be viewed at the following link:*

[https://www.nlm.nih.gov/bsd/policy/structured\\_abstracts.html](https://www.nlm.nih.gov/bsd/policy/structured_abstracts.html)

## 12. Research Support

*Enter the name of the source of funding as **Funded by: xxx/or None**. The maximum number of words allowed is 25.*

## 13. Original Work

*Abstracts must not have been presented and/or published previously in association with a scientific or professional conference. Does this abstract represent original work that has not been published, submitted or accepted for publication elsewhere?*

#### 14. Transfer of Copyright

*This field requires acknowledgement of transfer of copyright. Abstracts presented at the conference will be published in the on-line version of the Canadian Journal of Dietetic Practice and Research. The publisher of the Journal, Dietitians of Canada (DC), owns the copyright for all materials included in the publication. All accepted abstracts will be posted to the Canadian Foundation for Dietetic Research (CFDR) website. All authors are required to assign copyright of their published materials to DC and CFDR. Assigning copyright to DC and CFDR does not mean you cannot submit a full manuscript with similar content elsewhere. By assigning copyright you are providing DC and CFDR with the right to publish your works in the DC's Journal and anywhere else we might choose to publish, including in electronic databases that have access to DC's online Journal and the CFDR website.*

*You will be asked to confirm the following statement:*

#### **Transfer of copyright statement**

**I confirm that all authors of this abstract, hereby transfer all copyright ownership to the Canadian Foundation of Dietetic Research [CFDR] and to Dietitians of Canada [DC]**

#### 15. Co-Authors' Review and Notification

*After selecting the submit button, you will be prompted to add the names of all Co-Authors and their email addresses. **You must add all Co-Authors.** This step allows each Co-Author to receive a system notification of submission. The system notification email will include your contact information and their login information. All Co-Authors have **Read only access to the entire submission**, unless you assign a Co-Author to be a presenter. Presenters have Read and Write access.*

*You will be asked to confirm the following statement:*

**Statement: I confirm that all Authors have reviewed this abstract and have consented to this submission. I further agree to provide the email addresses for all Co-Authors in the next step of the submission process so that they may receive the system notification of submission.**

#### 16. Abstract Fee Receipt or Payment Confirmation Email

*This field requires the upload of the abstract fee payment receipt or the payment confirmation email.*

#### 17. Preferred Presentation Date

*Enter the preferred date and reason if the presenter is unable to attend the entire conference or has official speaking engagements/duties at the conference. Enter '**None**' if there is no preference. **Note that the Research Showcase Presentations follow a standardized format. CFDR may not be able to facilitate all requests***