



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

**CFDR Research Showcase – DC Conference 2019  
Late Breaking Abstract Submission Guide**

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

**Accepted abstracts are electronic posters only. There is no opportunity for an oral segment.**

**Benefits**

- This program provides an excellent opportunity for dietitians to network, and especially for students to showcase their work to an audience of professionals from across Canada and to build a network of colleagues.
- All accepted abstracts (presented or not) will be displayed on the CFDR website.
- Abstracts presented at the Conference will be displayed on the Conference mobile app.
- Student authors (or their preceptors) of accepted abstracts are eligible for the Conference Early Bird registration rate (registration **must** be completed by **May 22, 2019** to receive this rate). Non-student authors are offered the regular conference registration rate.

**Eligibility**

- DC members as well as non-members (**professionals and students**) may submit abstracts.
- Only **one** abstract may be submitted per Presenting Author.
- Presenting Authors may be co-authors on other abstracts, but they may represent 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.
- Presenting Authors are considered students if they are dietetic interns, summer students, undergraduate and graduate students in the field of dietetics and nutrition.
- At least one member of the author team must attend the Conference, in order for an abstract to be considered as accepted. This author is considered the Presenting Author.
- Preceptors may become the Presenting Author for up to three of their students' abstracts.

**Key dates and links**

Submission portal opens	<b>February 15, 2019</b>
Submission portal closes	<b>April 5, 2019 at 6 PM EST</b>
Notification of Committee Decision	<b>May 17, 2019</b> – <i>Contact CFDR no later than May 20<sup>th</sup>, 2019 if you have not received notification.</i>
Conference registration	<b>May 22, 2019</b>
Proof of Conference registration	<b>May 24, 2019</b>
Completion of <b>student</b> abstracts	<b>May 24, 2019</b>

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=z53Hkyq>

**PLEASE REVIEW THE INFORMATION BELOW PRIOR TO SUBMITTING YOUR ABSTRACT**

**ABSTRACT SUBMISSION CRITERIA**

- There is **no** abstract submission fee
- There are two categories of abstracts:
  - Research: these are reports of original research.
  - Experience Sharing: these are 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.
- All abstracts will be peer-reviewed (blinded review)
- Reviewers will consider elements (e.g., objective(s), methods), significance, and writing quality
- The Abstract Review Committee reserves the right to decline any submitted abstract
- Accepted abstracts will be electronic posters only. There is no opportunity for an oral segment.

**Professionals**

- The abstract submission **must** include results from completed research.
- Professionals submitting Late Breaking abstracts are **not** eligible for the Early Bird registration rate after the DC deadline for Early Bird registration.
- The presenting author **MUST** be registered for the conference in order to present.

**Students**

- Work in progress can be submitted by the Late Breaking deadline.
- Abstracts are required to contain the following at the time of submission:

**Introduction**

**Objectives**

**Methods**

**Significance to the field of dietetics**

*Note: **Results and Conclusions** must be incorporated into the final abstract and electronic poster.*

- Accepted abstracts for work in progress must be completed and re-submitted by **May 24, 2019 at 6:00 PM EDT**
- The Student Presenting Author OR his/her preceptor **MUST** be registered at the conference in order to present
- Students who are Presenting Authors at the conference, must provide email addresses that are **ACTIVE** after the end of the school year.
- If a student Presenting Author is unable to attend, his/her Advisor/Preceptor will be invited to become Presenting Author on that student's behalf. Contact information for Advisors/Preceptors must be listed on the submission form.
- Preceptors may become Presenting Authors for up to **three** accepted abstracts from their students.
- Presenting Authors who are students or preceptors, are eligible for the Conference Early Bird registration rate.

## ABSTRACT WRITING GUIDE AND FORMAT INSTRUCTIONS

Please submit your abstract only **once**. You may revise your submission until **April 5, 2019 at 6 PM EDT**. **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. Topic Area (*select one choice from list*)

### 5. Presenting Author Short Bio

*This field requires the full name, credentials, professional title and short biography of the Attending Author / Preceptor. If the abstract is accepted, the text as written may be appended to the abstract and displayed on the Conference mobile App. The maximum for this field is 100 words.*

### 6. Presenting Author's Email

### 7. Presenting Author's Secondary Email (if available)

### 8. 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)**

### 9. 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 organization affiliation.

### 10. Abstract

- *The abstract must include the 6 sections.*
- *The abstract is text only.*
- *Tables are not allowed.*
- *Do not include the names of authors or abstract title here.*
- *For students' work in progress, include all the section headings with the note 'work in progress' next to the Results and Conclusions or Conclusions and Recommendations sections.*
- *Do not use the maximum word count for an incomplete abstract.*
- *The maximum for this field is 300 words.*
- *Do not insert extra carriage returns between paragraphs.*

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. (For students' work in progress, include all the section headings with the note 'work in progress' next to the Results and Conclusions sections. **Do not** use the maximum word count for an incomplete abstract).

- **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, summary of results to support the conclusions and original research.

**Experience-sharing Abstracts must** contain the following 6 sections. (For students' work in progress, include all the section headings with the note 'work in progress' next to the Conclusions and Recommendations sections. **Do not** use the maximum word count for an incomplete abstract).

- **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)

## 11. Research Support

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

## 12. Original Work

This field requires confirmation of the originality of the work described in the abstract. 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?

### 13. Transfer of Copyright

*This field requires acknowledgement of transfer of copyright. Abstracts presented at the conference will be posted to the CFDR website. CFDR owns the copyright for all materials included on its website. All authors are required to assign copyright of their published materials to CFDR. Assigning copyright to CFDR does not mean you cannot submit a full manuscript with similar content elsewhere. By assigning copyright you are providing CFDR with the right to publish your works on the CFDR website and anywhere else we might choose to publish and display it, including in electronic databases that have access to the CFDR website.*

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

*After selecting the submit button, you may add the names of Co-Authors and their email addresses. This 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.**

### 15. Student

*Indicate if you are a student (includes dietetic interns, summer students, undergraduate and graduate students in the field of dietetics and nutrition) or not a student.*

### 16. Advisors'/Preceptors' Contact Information

*Provide name, e-mail address, and telephone number or enter N/A if not a student.*

### 17. Conference Attendance

*Indicate whether you or your preceptor will attend the conference if your abstract is accepted.*