



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

**CFDR Research Showcase –2020
Late Breaking Abstract Submission Guide**

Over the past month we have been keeping a very close watch of the news and the direction from Canadian Public Health officials and governments at all levels regarding COVID-19. After careful consideration for the safety and health of conference delegates, speakers and the public, we regret to inform you that we have made the difficult decision to cancel the 2020 National Conference in June.

The annual DC National Conference is a very important event for the association and for Canadian dietitians, and our primary concern is to support our member community through this moment in time.

Despite the cancellation of the National Conference for 2020 in Saskatoon, the Late Breaking abstract submission and peer review process will continue. All accepted abstracts will be posted to the CFDR website in the Summer of 2020. There will NOT be an opportunity for virtual presentations of the Late Breaking abstracts.

Benefits

- This program provides an excellent opportunity for dietitians, and especially for students, to showcase their work.
- All accepted abstracts will be posted on the CFDR website.

Eligibility

- The Late Breaking Abstracts are primarily for **students**.
- Presenting Authors are considered students if they are dietetic interns, summer students, undergraduate and graduate students in the field of dietetics and nutrition.
- Dietitians of Canada 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.
- 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 previously unreported aspects of the project.

Key dates and links

Submission portal opened	February 10, 2020
Submission portal closes	April 13, 2020 at 4 PM EDT
Notification of Committee Decision	May 19, 2020 – <i>Contact CFDR no later than May 20th, 2020 if you have not received notification.</i>
Completion of student abstracts	May 25, 2020 at 4 PM EDT

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=0djjocP>

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.

For Professionals

- The abstract submission **MUST** include results from completed research.
- There is no opportunity for revisions to abstracts.

For 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

Objective(s)

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 25, 2020 at 4:00 PM EDT**

ABSTRACT WRITING GUIDE AND FORMAT INSTRUCTIONS

- You may revise your submission until **April 6, 2020 at 4 PM EDT**.
- **First time users** are required to create a profile before accessing the system.
- **Returning users** are requested to update their account information.

Presenting Author First Name

Presenting Author Last Name

Abstract Type (*research or experience-sharing*)

Topic Area (*select one choice from list*)

Presenting Author Short Bio

- This field requires the full name, credentials, professional title and short biography of the Presenting Author/Preceptor.
- If the abstract is accepted, the text as written will be appended to the abstract and displayed on the CFDR website.

Presenting Author's Email

Presenting Author's Secondary Email (if available)

Abstract Title

- Insert the title in sentence case.
- The first letter after a colon, proper names, and acronyms, may be either in sentence case or in uppercase.

Format Example:

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

Names, Organizational Affiliations, and Locations of all Authors

- 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. Smith¹, C. John²

¹Brown Institute, London, ON, ²Green Space University, Edmonton, AB

Tip: Use the X² (superscript) button to format the author number.

Abstract

- The abstract must include the 6 sections relevant to your abstract type (research or experience sharing).
- 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 application 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?**

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**
- **Objective(s)**
- **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)**

Please include these section headings in your abstract.

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. Research abstracts are rated from 1-5 (poor–excellent).

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)**

Please include these section headings in your abstract.

Reviewers also base their scores on whether the abstract relates to current issues, new developments and the relevance to dietetics/nutrition.

Experience-sharing abstracts are rated from 1-5 (poor–excellent).

*The format of a structured abstract can be viewed at the following link:
https://www.nlm.nih.gov/bsd/policy/structured_abstracts.html*

Research Support

- Enter the name of the source of funding as **Funded by xxx/or None**.

Original Work

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

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]

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.

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.

Advisors'/Preceptors' Contact Information

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

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