

## **Community-Based Public Health Caucus**

### **How to Write an Abstract Q & A**

**January 2015**

These questions were derived from: 1) the webinar/conference calls on writing an abstract for the American Public Health Association annual meeting which was hosted by the Community-Based Public Health Caucus on January 30, 2014, and January 26, 2015 and 2) email questions submitted to the program planners.

#### **Q. Is the Caucus looking for completed research?**

A. Yes, we are looking for some results that can be reported. This does not mean that your project is necessarily completed. The project may have completed a phase that you want to report about, such as results of the formation of your partnership and the lessons learned in that process.

#### **Q. Is there a limit on the number of abstracts someone can submit?**

A. No, but each abstract must be unique; the same abstract cannot be submitted to different groups within APHA. Also speakers need to be prepared to present multiple abstracts and carefully check the final schedule for conflicts. Speakers do have a time window in which to withdraw abstracts from the schedule.

#### **Q. Is there a way to see past abstracts that have been accepted to the CBPH Caucus?**

A. Yes, click on <http://www.apha.org/meetings/pastfuture/>. Select a past annual meeting and "Browse by Program": select the Community-Based Public Health Caucus. Accepted abstracts from past meetings going back to 2000 are posted on this link.

#### **Q. I completed an abstract submission this afternoon, but have just realized that I don't know how to access the submission if I want to edit it before the deadline. How do I do so?**

A. Once you have submitted your abstract you will receive an email confirmation that will also provide you with your abstract ID and password, it is advised that you keep it in a safe location

because you have the option to edit, modify and delete you're abstract until the deadline of February 12, 2014. On the abstract control pane located on the left side of the page, there are helpful instructions and troubleshooting tips to help should you need further assistance.

**Q. If I submit an abstract to the CBPH Caucus, can I also serve as a reviewer?**

A. Yes, there are no rules preventing abstract submitters from also serving as reviewers. We do ask that if you are assigned to review an abstract for which you have identified a potential conflict of interest, that you please let the program planners know so that we may assign you a different abstract to review.

**Question - Is the deadline time Eastern Time?**

A. The deadline is 11:50 Pacific Time.

**Question- What are the tips on how you feel if you are rejected?**

The caucus gets about 250 abstract with a limited number of slots. It does not mean that the abstract is not strong. Strengthen the abstract and try again next time.

**Question – Is there a process for applying for an entire session?**

Everyone in the session will need to submit their abstracts. Each abstract will be accepted on their merits.

**Question – Will all of the same reviewers review abstracts from a full session?**

A- No, the reviewers would be assigned blindly. More likely, different reviewers will review each abstract.