Authoring Scholarly Submissions for AMIA’s Annual Symposium

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Three reasons to prepare a submission for the AMIA Annual Symposium

AMIA awards

10 steps to submission

Tips to avoid three common pitfalls

Submission categories

Components of a scholarly submissions

Logistics

References
Three reasons to your scholarly work for the AMIA Symposium

1. Disseminate your work!
   - Many of us working in informatics have completed projects that are of interest to others awaiting dissemination
   - If it’s not published, it wasn’t done
   - If it’s not published first by you, it wasn’t done first by you

2. Clarify, refine, and develop your thinking

3. Get a free review from two or three of the nation’s top biomedical and health informatics experts (re-read #2)

   Even if your submission is *not* accepted, if you submit, you will receive #’s 2-3
Awards

- **Harriet Werley Award:** Most likely to advance field of nursing informatics
- **Distinguished Paper Awards:** recommended by the Scientific Program Committee
- **Distinguished Poster Awards:** recommended by the AMIA Annual Symposium Poster Committee and the AMIA Awards Committee
- **Student Paper Awards**
  - The Martin Epstein and Student Paper Awards
  - NIWG Student Paper Award
- **Homer R. Warner Award:** approaches to computerized information acquisition, knowledge data acquisition/management, and experimental results and/or documenting their value.
- **Diana Forsythe Award:** intersection of informatics and social sciences

***Remember to check off box(es) on submission website to ensure your paper is considered for one or more of these awards!***
10 steps to submission

1. Read submissions from past AMIA Symposium Proceedings related to your area of interest. Available at: http://proceedings.amia.org/
2. Schedule meeting (or virtual meeting) with your team
3. Create an outline
4. Add bulleted content to your outline
5. Add tables and figures to your outline
6. WRITE: don’t be critical, disregard grammar and formatting—just get thoughts down (methods and results sections are a good place to start)
7. Review; revise; REWRITE critically
8. Ask team to review; revise based on feedback
9. Ask mentor/colleague/AMIA working group member who has published in AMIA proceedings to review; revise based on feedback
10. Submit!
If you don’t have the time to read, you don’t have the tools to write

Stephen king
1. Incorrect style/inappropriate use of jargon: Know your audience (read AMIA Proceedings, review previous award winning submissions; use those as a model)

2. Not enough time: Start early (expect to write and revise many times)

3. Inappropriate or inconsistent verb tenses: Pay attention to verb tense
Verb tenses

Introduction: Present

Methods: Past

Results: Past

Discussion: Present

Conclusion: Present

AMIA Annual Symposium submission categories

- **Papers**
  - Full paper
  - Podium abstract
  - Student paper

- **Presentations**
  - Posters
  - Panels
  - System demonstrations

- **Tutorials**
Components of a scholarly paper

- Paper headings
  - Abstract (125-150 words)
  - Introduction/Background
  - Methods
  - Results
  - Discussion
  - Conclusion
  - References
  - Acknowledgements

- Format
  - Submission: 5-10 pages 8.5”x 11”
  - Presentation: 15 minutes + 5 minutes Q&A
Abstract

- Often last component of paper written
- AMIA abstract (125-150 words) should answer 4 questions:
  1. What was the purpose of the project/study?
  2. How did you do it?
  3. What did you find?
  4. Why is it important?
- May be the only section of your paper that most readers see; make sure it is excellent!
Captures the reader’s attention--- entice them to continue reading!

Provides context for the study and how it relates to existing knowledge

Defines the limitations of previous research

Defines the problem that the research will address

Includes the project scope and research question(s)
Methods

- Describes population/materials and general procedures to enable replication and/or evaluation of scientific merit.
  - Human subjects considerations/IRB approval
  - Population/sampling
  - Study design
  - Statistical methods
- Be CONCISE, but be sure to include methods for each set of results reported
Results

- Report on results on all methods described in methods section
- Select the figures and tables needed to clearly and concisely convey your message
  - Present in logical order
- Interpret results around the figures and tables
  - Don’t repeat data included in figures/tables in text
  - Statistical vs. clinical significance
  - Don’t include results that are not directly related to the study purpose and research question(s)
Results: Figures and tables

- Figures and tables should stand alone
  - Figures, abstract and conclusion may be all that most readers review
  - The captions should contain all the information needed to understand a figure or table (reader should not have to read the paper to understand figures and tables)
Discussion

- Summarize why study is important and key findings
- Relate findings to existing literature
  - Explain why results are similar or different
- Highlight new knowledge provided by the study
- Review limitations
- Make suggestions for future work
Conclusion

- Includes the core message and the main findings of the study
- Explains why the study is relevant
- Should be supported by the results
Cite important and relevant literature (primary sources only)
Be sure references are up to date
Be sure references are accurate
Use reference management software
Review AMIA template for reference style

Acknowledgements

- Thank those who helped you with your research or with completing the paper (i.e., a peer who reviewed the paper and provided feedback)
- Acknowledge source(s) of funding
Components of a podium abstract submission

- Podium abstract headings:
  - Presenters
  - Introduction/Background
  - Methods
  - Results
  - Discussion
  - References

- Not indexed in Medline; can be submitted as full paper to journal

- Format
  - Single page (up to 200 words) 8.5”x 11”
  - Presentation: 15 minutes+ 5 minutes Q&A
Components of a poster submission

- Small scale studies, preliminary work
- Poster abstract headings:
  - Authors
  - Abstract: 50-75 words
  - Description of problem addressed/solution
  - If research study: methodology, evaluation results, conclusions
  - Illustrations (must fit within single page limit)
  - References
- Format
  - Poster size: 4’ x 8’
  - Presentation: 90 minutes
Components of a panel submission

- Cover specific aspect of theory, application, or experience related to informatics
- Eligible for AMIA working group sponsorship
- Panel submission headings:
  - Presenters
  - Abstract (150-200 words)
  - General description of the panel and issue to be examined
  - Brief description of each presentation
- Format
  - Submission: 3 pages 8.5” x 11”
  - Presentation: 4 participants + moderator (90 minutes)
Components of a system demonstration submission

- Illustrates one or more aspects of leading system that is in use, under development or minimally in prototype phase.

- Demonstration submission headings:
  - Presenters
  - Abstract: 150-200 words
  - Purpose
  - Problems system designed to address
  - Innovation

- Format
  - Submission: Single page 8.5” x 11”
  - Presentation: 30 minutes + 15 minutes Q&A
Components of a tutorial submission

- In-depth treatment of bio/health informatics topics
- Tutorial submission headings:
  - Presenters
  - Abstract: 250-300 words
  - Outline of topics covered
  - Target audience
  - Content level (intro, intermediate, advanced)
  - Prerequisites
  - Experience of faculty
  - CV of each instructor
- Format
  - Submission: Up to 4 pages 8.5”x 11”
  - Length of tutorial: 3 or 6 hours
Logistics

- Submission deadline: March 14th (start now!)
- Use template from AMIA website <http://www.amia.org/amia2013/call-for-participation>
- Other requirements:
  - Papers must not be in press or under consideration for presentation or publication elsewhere.
  - File should either be in Word or PDF formats.
  - Adhere to the page length restrictions stated in the category descriptions.
  - Format for 8.5 x 11 inch paper size with one inch margins left, right, top, and bottom.
  - Place the title in 14 point Times Roman typeface, single column, bold, centered, upper and lower case using initial capitals for each word in the title other than articles and prepositions.
  - Include below the title the names, credentials, institutions and locations of the author(s) or panelists, exactly as they are to appear in the on-line and print programs, using 12 point Times Roman typeface, single-column, bold, centered, upper and lower case using appropriate capitals.
  - Include the main text of the proposal file single-spaced in 10 point Times Roman typeface, justified, single column format.
  - Do not number individual pages.
  - Disable track changes and accept all changes before uploading.
The skill of writing is to create a context in which other people can think

Edwin Schlossberg
References

- Oklahoma State University. How to write a research paper. [http://www.youtube.com/watch?v=0oAFVHb21HM](http://www.youtube.com/watch?v=0oAFVHb21HM)
Thank you

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