

SHM Scientific Abstract Competition: Submission Guidelines

Research, Innovations, and Clinical Vignettes (RIV)

Use these guidelines to determine the appropriate submission category, confirm eligibility, prepare and submit your abstract, and understand requirements if your abstract is accepted.

1. Abstract Categories

Choose the category that best reflects the work you are submitting.

Research	Innovations	Clinical Vignettes
Clinical or basic science research, systematic reviews, or research addressing health care delivery, efficiency, cost, or medical decision-making. Completed results are required at submission; do not submit stating results will be provided.	Innovative programs or approaches in hospital medicine that have already been piloted or implemented. May include preliminary data. Implementation is required; planned ideas that have not yet been piloted or implemented will not be reviewed.	One or more cases illustrating a new disease entity, an unusual feature of an established disease, clinical controversy, or an important patient safety issue. Adult and Pediatric Vignettes are judged separately.
Required headings: Background; Methods; Results; Conclusions.	Required headings: Background; Purpose; Description; Conclusions.	Required headings: Case Presentation; Discussion; Conclusions.
Research vs. Innovations. Innovations are primarily descriptive and may include preliminary data. A more rigorous evaluation of an innovative program should be submitted as Research. For example, an Innovation may describe a new strategy for disseminating practice guidelines, while a Research abstract may evaluate its effect on length of stay.		

2. Eligibility & Author Responsibilities

Prior presentation/publication. Abstracts are eligible if they have not been published in a peer-reviewed journal before December 31 of the current year. Presentation at SHM regional meetings or meetings of other organizations does not make an abstract ineligible unless it has been published in a peer-reviewed journal or journal supplement. Abstracts published in meeting proceedings or other noncopyrighted materials remain eligible; submitters are responsible for determining whether material is copyrighted.

Future presentation/publication. SHM does not prohibit authors from submitting accepted abstracts to other meetings or pursuing publication elsewhere. Authors are responsible for complying with other organizations' requirements.

Authorship. All coauthors must meet the authorship criteria of the International Committee of Medical Journal Editors (ICMJE).

Submitting author. The submitting author is SHM's primary contact and is responsible for sharing communications with coauthors, obtaining required disclosures, confirming author approval of the submission, responding to an invitation to present, and submitting a withdrawal request when applicable.

Conflict of interest. All authors must complete the required conflict-of-interest disclosure. Coauthors may submit their disclosure directly through the submission system, or the submitting author may complete it on their behalf provided the information is accurate. The submitting author is responsible for ensuring that disclosures are completed for all authors.

Research approval. When applicable, research involving human or animal subjects must have appropriate committee approval and informed consent consistent with applicable research protections.

Patient images. All images of patients must be de-identified, and authors must obtain appropriate patient consent or authorization for their use before submission.

Plagiarism. Plagiarism is prohibited and may result in withdrawal, investigation, and prohibition from future participation.

Artificial intelligence. Authors are responsible for the accuracy, integrity, and appropriateness of all abstract content, including content created or revised with the assistance of artificial intelligence.

3. Submission Requirements

Deadline. Submit through SHM's online abstract submission system by the posted deadline. No exceptions will be made. Submit early when possible to allow time to resolve technical issues.

Submission fee. Each abstract requires a nonrefundable submission fee paid through the submission system. Submission fees directly support the abstract program and are separate from meeting registration fees.

Character limit. 3,000 characters, excluding spaces. The submission system will notify you if the abstract exceeds the limit.

Blinding. Omit author names, institutions/organizations, and geographic references from the abstract text.

Uploaded files. Up to two image files may be uploaded with an abstract. Accepted formats are JPG, PNG, GIF, and BMP. If more than two images are needed, they must be combined into no more than two files.

Image requirements. Authors are responsible for obtaining permission to use submitted images or other material and should upload clear, publication-quality files. SHM cannot replace or correct poor-quality images after the submission deadline.

Style. Write clearly and directly. Keep nonstandard abbreviations to a minimum and define them when used. Generic drug names are preferred. Use metric (SI) units.

Acknowledgement. Review the Acknowledgement of Authorship and Responsibilities before submitting.

Before the deadline, you may return to the system to edit or delete a submission. After the deadline, abstracts cannot be revised or resubmitted to make corrections. Proofread carefully; SHM cannot correct errors after the deadline.

4. Review & Selection

Review. Abstracts are blinded and scored by reviewers assigned to Research, Innovations, or Clinical Vignettes. Reviewers may reassign an abstract to another category when appropriate, though it is ultimately the submitter's responsibility to submit to the most appropriate category.

Selection. Abstracts may be selected for oral or plenary presentation, instead of a poster presentation, based on quality and relevance.

Presentation formats. Research and Innovations abstracts may be selected for plenary, oral, or poster presentation. Clinical Vignettes are considered for poster presentation. Abstracts selected for oral or plenary presentation are not presented in the poster session.

Notification. Submitting authors are notified of acceptance and presentation format by email. Presentation instructions are provided after the acceptance has been confirmed.

Poster judging. Because of the number of accepted posters, not all posters are judged onsite. Finalists selected for onsite judging are notified with acceptance. Non-finalist posters may be reviewed onsite at the judges' discretion for consideration for wild card award recognition. Not all non-finalist posters will receive an onsite review.

Awards. Overall winner awards are presented for oral and finalist poster presentations. Judging may consider the original abstract, the poster, and the presenter's discussion of the work.

5. If Your Abstract Is Accepted

Presenter. The presenting author, preferably the first author, must be available to present onsite at SHM Converge. If the original presenter cannot attend, another presenter may be designated. **Abstract acceptance does not waive the registration fee.**

SHM membership. The presenter must be or become an SHM member by the deadline posted in the accepted poster collection system. Other authors are not required to be SHM members.

Acceptance. The acceptance notification will provide a deadline to confirm whether the abstract will be presented. Accepting the invitation is a commitment to attend and present the work onsite.

Withdrawal. If an accepted abstract must be withdrawn, the request must be submitted to SHM in writing (abstracts@hospitalmedicine.org). Authors who repeatedly accept invitations to present but fail to attend may be prohibited from participating in future abstract competitions.

6. Publication & Questions

Publication. Accepted abstracts are published in an online supplement of the Journal of Hospital Medicine. Authors are responsible for obtaining any permissions required for graphics or other information included in the abstract. Accepted abstracts will be published as submitted. Proofread carefully before submission.

Examples. Accepted abstracts from recent years are available in the online abstract supplements of the Journal of Hospital Medicine and may be useful examples when preparing a submission.

Abstract competition questions. Contact abstracts@hospitalmedicine.org.

Technical submission questions. Use the technical support information provided on the current submission site.