

Indiana Orthopaedic Society Annual Conference April 19-21, 2012
Indianapolis Conrad
Instructions for Submitting Abstracts for Speakers and
Indiana Orthopaedic Residents in Training
Please Follow Instructions Completely

1. **Organize** the body of the abstract to include:
 - Purpose, unless stated in the title
 - Description of methods
 - Summary of results
 - Conclusion
2. **TYPE** abstract on the form provided WITHIN space allotted. Elite type –12 pitch or 12 point Times font is preferred; smaller than 10 pitch or 10 point Times is not accepted.
3. **STYLE:** Capitalize the entire title: DO NOT include titles, appointments or addresses in the abstract. DO NOT use subtitles (e.g. results, conclusions, etc.) Standard abbreviations may be used, when necessary. Simple tables or graphs may be included if they fit within the form. Do not cite references. Omit P values. Begin the body of the abstract on a new line that is indented three spaces. Single-space the text. Hand print those symbols not available on your typewriter. The abstracts are rated in a “blind” fashion. No reference is to be made in your text as to authors, institutions, clinics or specific manufacturers. Submit the form, completed in full. Please check your work prior to submission. **Indiana Orthopaedic Society** is not responsible for proofreading or accuracy.
4. **AUTHOR INFORMATION:** Indicate the institution where the work was done. Include degree of the author(s). Complete mailing addresses and phone numbers are required for the author and co-author(s) .
5. **DRUG NAMES:** Nonproprietary (generic) names of drugs are required and should be written in lower case. Proprietary names are capitalized.
6. **ADDITIONAL DOCUMENTATION REQUIREMENT:** It is mandatory that the completed Disclosure Declaration form, and one (1) copy of the abstract be returned with your original abstract. All presentations should also be on a **flash drive**. If your abstract is accepted you will be required to submit a full-length manuscript by **February 15, 2012**.
7. **All abstracts will be published in the final program.**
8. **MAIL SUBMISSIONS:** Return one (1) original abstract, author page, Disclosure Declaration form, Audio/Visual Request form. The **deadline** by which all of these are to be received in the IOS office is **February 15, 2012**.
MAIL SUBMISSIONS TO:

Program Chairman-2012
Mike Thieken, MD
8450 Northwest Blvd
Indianapolis IN 46278
Email: mthieken@orthoindy.com
F: (317) 770-4105

- PHOTOCOPIES: photocopies of the form are acceptable, provided they are of good quality.**
9. **NOTIFICATION OF ACCEPTANCE:** The program committee will review Abstracts. You will be notified of acceptance in late March. The Indiana Orthopaedic Society reserves the right to withdraw a paper at any time.

Important Dates: Paper Title Due: February 1, 2012
Full Abstract Due: February 15 2012

All talks will be presented on a Flash Drive using IOS provided Laptop.
Presenters may supply their own Laptops if desired.
No slides or overheads are allowed.

SCIENTIFIC PAPER ABSTRACT FORM

Return one (1) original abstract, author page, Disclosure Declaration form,

The deadline by which all of these are to be received in the IOS office is February 15, 2012.

General Submissions:

Program Chairman-2012

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