

## **2018 ARM: Call for Papers FAQ's**

Below are answers to frequently asked questions about the 2018 ARM Call for Papers submission process. If you need additional assistance, please contact: [arm\\_mail@academyhealth.org](mailto:arm_mail@academyhealth.org).

**1. Do you have to be an AcademyHealth member to submit or present an abstract?**

We do not require membership for abstract submitters. However, only AcademyHealth members will be eligible to give podium presentations. AcademyHealth membership is not required to present a poster.

**2. What if I don't have an AcademyHealth account, can I still submit an abstract?**

Yes. You will be prompted to login or create a new account when you click on one of the "Begin a Submission" buttons. If you already have an account, you will be taken directly into the submitter once you enter your credentials. If you are setting up a new account, you will need to return to the main Call for Papers page to begin a submission after your account is created.

**3. What is the submission deadline?**

The deadline for general submissions is **January 11, 2018 at 5:00 p.m. ET.**

**4. My abstract could possibly be submitted to more than one theme. May I submit a single abstract to more than one theme?**

No. Individual abstracts may be submitted to only one theme. Please submit your abstract to the theme that you consider most appropriate. AcademyHealth respects the choice made by the submitter and will not move an abstract to a different theme unless specifically requested to do so by the submitter before the submission deadline.

**5. Do I have a better chance of having my abstract accepted to one theme over another theme?**

No. The acceptance rate is the same for all themes. The number of abstracts selected is proportionate to the number of submissions to that theme.

**6. How do I submit a policy roundtable panel?**

Submitters are asked to describe the overview of the panel and the panelists' perspectives in 1,000 words or less. All of the panelists must be identified in the overview. The policy roundtable review is not blind like the reviews for the other session types of the Call for Abstracts. Individual abstracts are not submitted with a policy roundtable.

**7. What are the requirements for submitting a research panel?**

A research panel proposal must include a session chair and a minimum of 2 presenters, but no more than 4. If you choose to include an optional discussant, you may only have 3 presenters (5 people max on the panel). Research panels that are submitted with too few or too many presenters or abstracts will be withdrawn. Each presenter must have a corresponding abstract.

**8. Can I submit research that has been published or is under review for publication?**

Yes. AcademyHealth does not have any restrictions regarding publication.

**9. Can I submit work that has already been presented?**

Yes. AcademyHealth is committed to the dissemination of health services research. As long as the work has not been presented at an AcademyHealth meeting, it may be submitted.

**10. Once I have submitted an abstract, may I make edits?**

Yes. You may edit your abstract until **5 p.m. ET, Thursday, January 11th.** You can log back into the abstract system using your submission username and password to edit your abstract (this is different from your AcademyHealth username and password). After this deadline (and if accepted), only minor edits/corrections will be permitted since the abstract will have undergone a

peer review and been accepted based on this version.

**11. How do I know my abstract has been received?**

You will receive an automated email when you have submitted your abstract. This will include instructions for editing your abstract until the abstract deadline.

**12. What is the total word limit of my abstract submission?**

The total word limit for an individual abstract is 500 beginning with the Research Objective section. The section titles (e.g. Principal Findings, Implications for Policy or Practice, etc.) and title of the abstract are not included in the word count. For the overview section of a research panel, the limit is 250 words. For a roundtable proposal or Critical and Emerging Issues in HSR proposal that does not include individual abstracts, the limit is 1,000 words.

**13. What are the required sections of the abstract?**

Research Objective:

Study Design:

Population Studied:

Principal Findings:

Conclusions:

Implications for Policy or Practice:

**14. Do tables count toward the total word limit?**

Yes, tables do count toward the word limit. Most people upload tables into the “findings” section of the paper. (Figures are not allowed.)

**15. Can I withdraw a submission?**

Yes, you can withdraw your abstract from consideration by using the “withdraw abstract” option.

**16. If my abstract is selected for presentation, but I am unavailable to present on a panel or in the poster program, may I send a substitute to the meeting?**

Yes. Once your abstract has been accepted, you may send a co-author to present your paper or poster if you are unable to attend the meeting. If none of the co-authors are available, we will remove your paper from the program and bring up an alternate. Please notify us by sending an e-mail to [arm\\_mail@academyhealth.org](mailto:arm_mail@academyhealth.org).

**17. If I am selected for the poster program, but am unable to attend the meeting, will my abstract be included on AcademyHealth's website?**

No. You or a co-author must present your poster at the meeting in order to have your abstract included.

**18. Can I submit the same research to the main ARM call for abstracts and as a Student Poster?**

No. We ask that you select one submission type as you cannot be considered for both. If you feel that your research is strong enough to be considered for podium presentation, submit to the main CFA.

**19. Can I submit the same research to an Interest Group (IG) and the main ARM?**

Yes. AcademyHealth believes the audience for research submitted to a preconference IG is different from the audience at the main meeting, and therefore welcomes you to submit your abstract to both calls. However, IG review committees will factor acceptance to the main ARM into their deliberations. The exact same abstract cannot be presented in a podium presentation at both the IG preconference meeting and the ARM. Should an abstract be submitted for both and accepted for an ARM podium presentation, the IG committee may consider the presentation for the poster program. Substantively different results from the same project/same authors can be

presented in both venues. Submissions to interest groups must be submitted separately to the specific IG. **The deadline for submission to the ARM is the same date as for the Interest Groups, January 11, 2018 at 5:00 p.m. ET.**

**20. Can I submit the same abstract as part of a research panel and as an individual Call for Abstracts submission?**

Yes, individual abstracts submitted as part of a research panel may also be submitted to the Call for Abstracts. However, if the research panel is accepted, the other submission will be withdrawn.

**21. When will I be notified about the status of my abstract?**

Notifications will be sent via email in late-March.

**22. Is there a process for submitting a late breaking abstract?**

Yes, AcademyHealth will offer a late-breaking submission deadline for presentations that highlight significant and timely findings in areas of Health Services Research. Late breaking submissions must follow the same submission guidelines as regular submissions, and only those that are deemed to be of high priority will be accepted. The late breaking submission deadline is **March 30, 2018 at 5:00 p.m. ET.**

**23. Is there a maximum number of abstracts that one person can submit?**

No. As long as the abstracts are different, there is not a limit on the number of submissions from one person.

**24. Are accepted podium and poster presenters required to pay the registration fee?**

Yes, all presenters (podium and poster) must register for the conference and pay the registration fee. Podium presenters are eligible for the speaker rate.