Preparing a Poster Abstract for Publication and Presentation

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NENIC
New England Nursing Informatics Consortium

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NENIC's Poster Presentation Program

- A vehicle for dissemination of members' work in the field of nursing informatics.

- Supports NENIC mission of promoting professional development

- Program began in 2010 with >245 NENIC member poster presentations (2010-2024)

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Session Objectives

- Inform NENIC membership about the Annual Symposium Poster Presentation Program

- Encourage members to highlight their clinical informatics work through poster presentations

- Guide abstract submitters through the writing and submission process

- Mentor novice submitters to create the best representation of their work in an abstract

Session Outline

- Why you should consider submitting a poster for NENIC's Annual Symposium

- Preparing your poster abstract for the Annual Symposium
  - Formatting
  - Content
  - Writing

- Submitting your poster abstract in NENIC.org

- Preparing the physical poster for presentation

- Resources for further learning

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NENIC Poster Program: Why submit a poster abstract?

- Share your work with other NENIC members at the Annual Symposium
- Elicit feedback on your work
- Your abstract may be selected for publication in *CIN-Computers, Informatics, Nursing*
- You will receive guidance from NENIC reviewers on how to produce a quality abstract
  - Develop skillset to submit abstracts to national conferences
- Added benefit: Reduced registration to NENIC's Annual Symposium

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NENIC Poster Program:
How to prepare a poster abstract

- Formatting Requirements
- Content
- Guidelines for Writing

NENIC's Formatting Requirements

- Microsoft Word file

- Single column formatted document, **500-word limit**

- One page length restriction (including all tables, figures, references)

- Formatted for 8.5 x 11 inch paper size with one-inch margins left, right, top, and bottom

- Times New Roman font

- No track changes from word processing software

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NENIC's Formatting Requirements cont'd

Content must be organized into these sections:

- Keywords
- Introduction/Background
- Methods
- Results
- Discussion/Conclusion
- References

This outline is your best friend!!

NENIC's Poster Abstract Template

This template is available to help you meet the formatting requirements

Title
14-point bold, centered, upper and lower case (using initial capitals for each word in the title other than articles and prepositions)

Below the title
Names, credentials, institutions and locations of the author(s), **using 12-point bold,** single column, centered, upper and lower case using appropriate capitals

Main text
Single-spaced in 10-point, justified

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Each section is separated by a double space

Tables and Figures Tables and Figures should be numbered and referred to in the text.

NENIC's Poster Abstract Template cont'd

Discussion/Conclusion

Do not repeat your results here. Instead, document your thoughts and recommendations based on what you learned (lessons learned can be very valuable). This is a good place to describe any further steps or additional plans based on your results. This section is followed by the References section. Place the header as shown below, and see the examples provided.

The references are formatted in Vancouver Style EXCEPT that if there are more than three authors, just list the first three followed by "et al.". You can find more examples, particularly those from internet resources, at
https://www.nlm.nih.gov/bsd/uniform_requirements.html
If you are not sure how to abbreviate the journal, consult the NCBI database at
https://www.ncbi.nlm.nih.gov/nlmcatalog/journals

References

1. Welch, MB, Brummett, CM, Welch, TD, et al. Perioperative peripheral nerve injuries. Anesthesiology, 2009 Sep; 111(3):490-497.
2. Beckett, AE. Are we doing enough to prevent patient injury caused by positioning for surgery? J Perioper Pract, 2010 Jan; 20(1); 26-29.

References

At least one reference is required

References must be cited in Vancouver style

Use a superscript to denote each reference in the text

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Why all the fuss about formatting?

Consistency for:

- NENIC Innovation Library
  - All abstracts are saved to nenic.org unless the author specifies otherwise
- Submissions to *CIN – Computers, Informatics, Nursing*

Failure to comply with formatting requirements:

- Will result in immediate return of your NENIC abstract for revision

Other conferences and journals

- Have their own formatting requirements
- Failure to comply may result in rejection without an option to resubmit

Content of the Abstract:
What message do you want to convey?

Title

- Should accurately describe the content of your abstract
- Should be clear and concise, eye-catching

Introduction

- Problem addressed in your work should be clearly stated
  - What should the reader expect to learn from the poster
- Describe the context for your project. **Why** did you do this work?
  - Include relevant information and references to substantiate the basis for your work.

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Content of the Abstract:
What message do you want to convey?

Method: The **how** of your project.
- What did you do to achieve your goal? When did the work take place?
- Be specific – clarity and logic are essential here
- Have someone read your abstract who isn't familiar with the work.

Results: What occurred as a result of your study or intervention
- Supply a brief summary your results
- Include a small table or figure if it adds value and you have the space

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Content of the Abstract :
What message do you want to convey?

Discussion

- Highlight the most important interpretation of the results
  - Do not repeat your results in the discussion

- Include strengths and weaknesses of your work

- Relevance and implications to the field of informatics

- Your thoughts, recommendations and lessons learned

- Opportunities for further study

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Guidelines for Writing

- Following the outline, write about your subject clearly
- Don't worry about the word limitation in your first draft
- Go back and edit out what isn't essential
  - This may require several re-writes.
- Your physical poster can be used to convey more detail.
- Avoid abbreviations and acronyms.
  - If you must use them, spell out the acronym the first time it is used, with the acronym in parentheses.
  - Few exceptions, e.g. EHR

Guidelines for Writing

- Avoid proprietary product names throughout the abstract
- Keep the content pertinent to each section header.
- Keep sentences SHORT. Learn to love the period.
- Don't use a 50-cent word when a 25-cent word would do.
- Don't assume your reader knows anything about your subject.
- If possible, submit your draft to someone who doesn't know anything about your work.

Examples of Common Problems

Problem	Example	Better
Wordiness	Due to the fact that...	Because
Passive voice	A study was undertaken...	We studied...
Unnecessarily long words	These phenomena...	These facts...
Unnecessary qualifiers	Very unique...	Unique
Beginning with a dependent phrase	As the complexity increased, nurses became frustrated.	Nurses became frustrated as the complexity increased.

In addition to word count, consider getting a "readability score" of your abstract.

NENIC Poster Abstract Submission Process

- Call for Participation lasts about 6 weeks from initial call (January) to submission deadline (March)

- Create submission document
  - Follow poster abstract template found on nenic.org

- Submit document using Poster Abstract Submission Form

NENIC Poster Abstract Review Process

Step One: Formatting Review

- Reviewed for compliance with all formatting requirements
- If non-compliant, submission is returned to you for correction

Step Two: Content Review

- Experts (mentors) review your submission and either:
  - Return it to you with suggestions on how it can be improved
    - This step may be repeated as necessary
  - Accept it as written for presentation

NENIC Poster Abstract Review Process

Step 3: Notification

- Author notified of decision to present at Annual Symposium during the poster session

Step 4: Member Highlights Selection

- 3-4 abstracts are selected for presentation at the symposium during the Member Highlights panel and for publication in *CIN* (with author's permission)

- Authors are notified if their submission is selected for the Member Highlights panel

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Preparing the Physical Poster

Before designing your poster answer these questions:

- What is the most important/interesting/astounding finding from my project?

- How can I visually share my research with conference attendees?

- How can I use charts, graphs, photos, images?

https://guides.nyu.edu/posters

NENIC Requirement: Poster Size

- Your poster should be **36 inches tall X 48 inches wide**
  - Smaller than this will be hard to read; larger will not fit on the display boards

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What Makes a Good Physical Poster?

- Important information should be readable from about 10 feet away

- Primary results should be located in the top center of the poster

- Word count of about 300 to 800 words max
  - Do not print your entire abstract on the poster

- Text is clear and to the point

  https://guides.nyu.edu/posters

What Makes a Good Physical Poster?

- Use of bullets, numbering, and headlines make it easy to read

- Effective use of graphics, color, fonts and **white space**

- Consistent and clean layout

- Includes acknowledgments, your name and institutional affiliation

https://guides.nyu.edu/posters

Tips for a Visually Appealing Poster: Text

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Size

- The body of your poster should have a minimum **24 point font**
- Viewers should be able to read your smallest text from a few feet away

Fonts

- Avoid using more than 2 or 3 different fonts
- Use basic fonts like Times New Roman, Georgia, Arial or Helvetica
- Avoid elaborate, difficult-to-read, or cartoon-like fonts

Alignment

- Left-align your text boxes (with the exception of your title and image captions).
- Avoid centering the text on your entire poster

https://guides.library.ucla.edu/posters

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Tips for a Visually Appealing Poster: Color

Don't Use:
- Very bright colors, such as neon shades
- Multiple primary colors
- More than 3 or 4 colors total
- Images or patterns as backgrounds

Do Use:
- Muted or light shades for a professional background color
- Enough contrast between your text and background colors
- High-resolution images, especially for logos

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Example of a Visually Appealing Layout

Title pitched at general audience that provides conclusion or at least hints at something interesting

Colin B. Purrington, Department of Posterology, Hudson University

DO NOT PUT LOGOS HERE.
Doing so crowds the title and visually distracts from important graphics. Put logo on your business card, not poster.

DO NOT PUT LOGOS here, either.

Introduction

Three sentences max.

Persuade reader you have novel, interesting question(s) and hypothesis. Resist urge to use all the white space.

Materials and methods

Three sentences max.

If viewer truly wants to know gruesome details, they'll ask or email you. Sometimes adding a pic is good.

Results

Highlight your LARGE photographs, charts, maps, or in this central arena.

Don't include every graphic you've made that relates to project. Choose one. Or two. And separate graphics with plenty of white space.

If you have just one or two simple graphics, viewers will be drawn to explore them. If you have too many or they are too complicated, they will be repelled.

Annotate graphics with arrows and callout boxes so that viewer is **visually** led through how hypothesis is addressed. The goal is to enable viewers to understand the logic behind your conclusions *without you needing to be there.*

Keep font size of all text (even graph labels) as big or bigger than in rest of poster.

Conclusions

Explain why outcome is interesting. Don't assume it's obvious. Three sentences max.

Maybe include a sentence about what you plan to do next.

As for Introduction, don't feel like you need to fill the entire box.

I.e., if you retain a lot of white space you will attract more viewers. Seriously.

Literature cited
Author, J. 2012. Article title. *Journal of Something* 1:1-2.

Acknowledgments
Be brief.

Further information
Please see https://colinpurrington.com/tips/poster-design for more templates and tips. I'm at colinpurrington@gmail.com if you have a question or comment.

Resources for Further Learning

- Association of Chartered Physiotherapists in Neurology (ACPIN). Writing an Abstract and Preparing a Poster for Conference. https://www.acpin.net/wp-content/uploads/2019/11/Conference-2019-Guidelines-for-Poster-abstract-and-Poster-Design-.pdf

- Caulfied, Jack. Vancouver Referencing | A Quick Guide & Reference Examples [Internet]. Accessed 1/16/25. https://www.scribbr.co.uk/referencing/vancouver-style/

- Kelly, Laura. How to Correct Wordiness [Internet]. Accessed 1/15/2025. https://readable.com/blog/examples-of-wordy-sentences-and-how-to-correct-wordiness/

- LaRoque, Paula. The Book on Writing. Grey and Guvnor Press. 2003.

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- NYU Libraries. Research Guides: How to create a Research Poster. [Internet]. Accessed 01/30/2025 https://guides.nyu.edu/posters

- Purrington, Colin. Designing conference posters. [Internet]. Accessed 01/30/2025. https://colinpurrington.com/tips/poster-design/

- UCLA Library. Research Guides: Poster Presentations. [Internet]. Accessed 01/30/2025. https://guides.nyu.edu/posters

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Resources for Further Learning cont'd

- University of Buffalo Library. Research Guides. Poster Presentations - Designing Effective Posters. [Internet]. Accessed 01/30/2025. https://research.lib.buffalo.edu/poster-presentations

- University of South Florida. Research Posters Toolkit [Internet]. Accessed 1/12/25. https://lib.stpetersburg.usf.edu/c.php?g=410785&p=2798970

Thank You!

This presentation is available in the NENIC Innovation Library

https://www.nenic.org/innovation-library

(login required)