Guidelines for Electronic Abstract Submission

As you prepare to submit an abstract for a Sigma event, please keep the following details in mind. Sigma has changed abstract management systems, so the following guidelines are updated to reflect the new process of abstract submissions.

Please read through each section carefully prior to completing your abstract submission. If you have further questions, please email abstracts@sigmanursing.org.

General Information

- **Note:** Peer reviewers will be using a rubric to review and grade each abstract submission. See the conference rubric for more information. The rubric for Creating Healthy Work Environments has been updated for 2025 abstract submissions.
- Completed work or projects may be submitted as either an oral podium presentation, a rapid presentation, or PechaKucha presentation. If the work or project is not yet complete, the abstract may *only* be submitted as a rapid presentation or PechaKucha presentation.
- If successfully reviewed, final abstract acceptance will be conditional upon the presenting author following all necessary steps after acceptance.
- Presenters assume all costs related to travel, accommodations, and other expenses for their presentation.
- The presenting author should be listed first in the order of authors. **All communication will be directed to the primary presenting author only.**
- In addition to the abstract, a profile for each author (contact and biographical information) and a disclosure form are required. All required forms are available online through the abstract submission system.
- *Please remember to include any and all members of your team or anyone who you may wish to give credit to for the work you are submitting. **Once the abstract submission deadline has passed, you may not be able to add authors/presenters to the abstract.***
- Abstracts, presentation slides, and author information will be uploaded after the event to the Sigma Repository with the authors' permission.
- Sigma is committed to worldwide collaboration. Please consider including global implications to your work.

Submission Process

- All abstract components including references should only be submitted in English.
- Sigma will **not** accept, or review abstracts written with artificial intelligence agents (e.g., ChatGPT, OpenAI) for the development of the creative or scientific components of the abstract at this time.
- All abstract components have a maximum length of 3,000 characters. The title, presenter information, and references **should not be included** in the body of the abstract. In-text citations, however, are appropriate. These citations will be included in the overall word count. Full references are required in the Reference field.
- The use of a word processing program, rather than the submission form, is recommended for composing the abstract. Please check spelling, character count, and conformation to the guidelines prior to copying the abstract onto the submission form.

- All abstract and presentation materials must be in compliance with international copyright laws.
- Abstract title, abstracts, and presentation focus should be original (not previously published or presented). We recognize that a study, project, or work may yield multiple findings and subsequently several original publications or presentations. To be eligible to present, submissions must contain an original title, abstract text, and subsequent presentation content (i.e., different view, perspective, or focus).
- **Submission Due Date:** Submit all abstracts no later than 11:59 p.m. Eastern Time on **29 August 2024**.
- An email with your abstract ID and abstract title will be emailed to you after your email is submitted to the system. Please keep this email for reference.
- An individual may submit more than one abstract; however, if successfully reviewed, **only one oral podium, one rapid presentation, and one PechaKucha submission will be accepted for presentation.**
- Abstract submissions that are incomplete and in "draft" status after the submission deadline will not be eligible for presentation and will no longer be accessible by the authors.
- **Email notification of abstract acceptance** will be sent only to the presenting author by the end of **October 2024**. All submitters of completed abstracts will receive an email.
- The author's failure to return the "**intent to present**" information will disqualify the abstract from presentation. Only the presenting author is required to complete this form.
- Presentation files must be uploaded by the identified deadline. No audiovisual (A/V) capability will be available for any presentation not uploaded by the deadline.

Submission Guidelines

Prior to starting your abstract submission, you must create an account. Once on the landing page for the event abstract submission site, click Create An Account. All account information must be submitted in English. Use the following steps:

General Information
- Complete all required fields which are denoted with an asterisk (*).
- Name
  - First/Given Name
  - Last/Family Name
- Professional Information
  - Institution
    - This field is connected with Ringgold Identify Database which is an authoritative database with institutional data.
    - Once you begin typing your institutional name, a dropdown of institutions with that name will appear. Select the appropriate affiliation.
    - If your institutional name is not in the database, you will need to manually enter the name.
  - Department
    - Type in the department in which you are affiliated. Example: Department of Nursing Research
  - Degree
    - Type in your credential abbreviations. Example: MSN, RN, RN-BC
    - The preferred order is:
      - Highest earned degree

- Licensure
- National certifications
  - Sigma does not list degrees in progress (e.g., PhD(c) or PhD Candidate).
  - Do not put professor or master's in this textbox.
      - Professional Title
- Biography
  - Please provide a brief author summary specific to your professional background. This would be read aloud prior to the session or printed in brochures or marketing materials and should be written in third person. This should include what you would want your audience to know about you that relates to the educational content you are about to provide.
  - This should be short and not to exceed 75 words.

Contact Information
- Address (two lines available)
- Contact Points
  - You must enter a phone number and an email address. Please enter an email address that you have access to and check frequently as all communication related to your abstract submission will be sent via email.
  - You can share your personal social media profile information, but this is not required.

Access
All individuals who are creating an account for the first time will be given the author role and abstract submission access.
- No action is needed from you for this step.

Disclosures
- Each author must complete a relevant financial relationship disclosure form.
- Do you have a relevant financial relationship or perceived relevant financial relationship based on information provided on the screen? Respond yes or no.
  - If response is yes, additional information will appear for you to complete related to all commercial interests and the nature of the relationship.
  - If response is no, no additional information is needed.

User ID & Password
- You will get to select your User ID and password for the submission site.
- Minimum of 6 characters are required.
- The use of letters and numbers are required for your password.
- Information is case sensitive.
- User ID
  - Please use your email address as your User ID.
- Password
  - Please select a password that is strong for security purposes.
    - It is recommended to use a combination of upper and lowercase letters, numbers, and special characters.
  - Please note that Sigma staff cannot access your password once your account is created.

Privacy

- To ensure you are informed of your privacy rights while using this website, please review and acknowledge the relevant privacy policies by accessing the linked information.
- Once you have reviewed, please click the box to acknowledge that you have read the privacy policies.
- Click "Create Account" button.

Once you create your account, you will receive an auto-generated email from ScholarOne Abstracts for the event. Please keep this email for your records.

A *complete* presentation submission includes the following:

Step 1: Title/Body

The sum of the 'Abstract Text, Abstract Summary, References' fields will have a maximum length of 3,000 characters.

- **Title** (Maximum of 100 characters)
- **Abstract Text**
  - We suggest that abstracts be developed in a word processing program before accessing the online submission form. Use the spell check and character count features of your word processor to check the text of the abstract before submitting it.
  - Sigma does not require specific headers for abstract text submissions. If using headings, please make them clearly discernable for the peer-reviewers by bolding or underlining the section header.
  - Abstracts should include a purpose statement that is clear and aligns with other content of the abstract text.
    - The abstract should be logical and provide substantial details supporting the overall abstract topic. The abstract should be fully developed and clearly articulate the implications for the nursing profession.
  - Please remove all references to the title and author information in the abstract text before completing the submission.
  - Authors should review the information submitted very carefully for spelling, punctuation, and grammatical errors. Edits to the abstract content cannot be made after the submission deadline.
- **Abstract Summary**
  - The abstract summary should be a brief summary of the abstract text. This should not exceed more than 500 characters.
  - This could be used for promotional materials such as marketing materials if the abstract is accepted. This should be short and compelling to describe what participants should expect by attending your presentation.
- **References**
  - Provide a minimum of one scholarly reference (e.g., science journal articles, nursing journal articles, books). A minimum of one scholarly reference is needed to complete this step; however, to obtain a high score in this grading category, abstracts should provide the appropriate number of scholarly references that are consistent with the presentation style rubric.

- References should be recent and/or appropriate for the abstract (references should be no older than five years, unless they are a seminal work).
- A clear, consistent format (i.e., APA, Harvard, MLA, etc.) with less than one error should be used. It is recommended to copy and paste from a word processing program to maintain formatting.
- Clearly identify each reference using a numerical approach.

Step 2: Properties

- **Presentation Type**

  Select correct corresponding information related to your work from the dropdown menu options.

  Type
  - Completed Work/Project
  - Ongoing Work/Project

  Sub-Type
  - Oral (only completed projects are eligible)
  - Rapid Presentation Round
  - PechaKucha
  - No Preference

- **Subject Matter**

  Select the best corresponding content for your work.

  Subject Matter
  - Academic
  - Non-academic education/professional development
  - Patients
  - Patient families
  - Clinical
  - Other

  Topic for submission
  - Enhancing Professional Well-Being
  - Implementing Standards (i.e., AACN Healthy Work Environment, Pathways to Excellence)
  - Engaging in and Promoting Interprofessional Collaboration
  - Moral and Ethical Strategies and Solutions
  - Advocating for the Workforce and Work Environment
  - Optimizing Healthy Work Environments for Patient Outcomes
  - Translation of Evidence for a Sustained Healthy Work Environment

- **Keywords**

  Select the keywords that best describe your work from the dropdown menu. There are three keyword fields with only one being a required field to complete.
  - Keyword 1
  - Keyword 2
  - Keyword 3

- **What is the setting of your work?**

  Select option that best correlates with your work from the dropdown menu.

- **Does this submission align with the Sustainable Development Goals (SDGs)?**
  - Yes
  - No
- **If yes, which of the following SDGs does this submission correlate with? If No, please select N/A.**

  All Sustainable Development Goals (SDGs) are listed. Select all that apply.
- **If Yes, please indicate the number of individuals impacted. If No, please select N/A.**

  Select radio button that correlates with the number of individuals this work impacted.
- **Preferred Presentation Date**

  If your abstract submission is accepted, please indicate your preferred presentation date(s). Select 'No Preference' if you have no schedule restrictions. We cannot guarantee that all requests will be accommodated.

Step 3: Authors

This is the step where all authors or contributors should be listed. You will be listed as the first author. **Additional authors cannot be added after the submission deadline.**

- **If you wish to add additional authors, click the Add Author button.**
  - The Search for Author to Add fields will display.
  - Enter search criteria in any of the fields, and then click Search.
  - If an author is found in the system, the name will populate in the search results below.
    - To add an author from search results, click the Add link to the left of the author's name and the name will be added to the current author list.
    - If the author in the search results is not the person you are looking for, click the Create An Author button. Please be prepared with all author information before completing this step.
- **If you chose the Create An Author button, follow these steps to create an author.**
  - Note: Please ensure you have searched for an existing author account before creating a new author account.
  - The Create An Author screen displays. Complete the required fields: First/Given Name, and Last/Family Name.
  - Click Submit Created Author.
  - Before the account is created, you will be asked to verify the author information. If you find an error, click the Edit Information link in the left corner to make the necessary changes, or click Submit Created Author.
  - The new author is displayed.
  - Once the authors are added to your author list, you can add their affiliations by using the drop-down menu to select an affiliation that is already listed or click Create New Institution.
  - Then a pop-up window will display. Enter all required fields: Institution, City, State, and Country.
  - Click Submit Created Institution.
  - Note: All authors will need to log in to the system and complete their author profile including the required a relevant financial relationship disclosure form.
- The person submitting the abstract is always listed as the first author, but the order of authors can be changed by using the AUTHOR ORDER drop-down on the left side of the author list. Change the numbers

in the drop-down lists as needed and click Update Author Order.
- All authors are required to answer if they are a Sigma member. A complete list of Sigma chapters is available at the top of this step.
- When finished with the Author screen, click Save & Continue.

Step 4: Disclosures
- This is the standard form that should be completed by the presenting author only. Please read the Participant Agreement Form in its entirety.
  - o Based on past questions staff have received, the statement regarding original work applies only if the submitted title and abstract differ from what has been previously published or presented.
- Read the Participant Form in its entirety.
  - o Once read, click the radio button to confirm that you agree.
  - o The individual completing the abstract must enter their name and credentials in the associated box along with the date completed.
  - o Click Save & Continue.

Step 5: Review & Submit
Review & Submit allows you to preview the information that was entered on each step of the submission process and a green check mark will display to the left of the step if it was completed successfully.
- This step is a confirmation of all the materials that were put into the system.
- If your submission has incomplete required steps, a red warning box will display to alert you of what steps are incomplete.

We recommend clicking the View Proof link to view the abstract proof in a new window.