

## Guidelines for Final Abstract: Fall 2024 Bursary Program

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### Submission:

- ✚ Save your final abstract file in PDF or Word format and name it accordingly: LastName\_FirstName\_F24abstract
- ✚ You **MUST** submit your final abstract and report from your McGill account to [submitresearch.med@mcgill.ca](mailto:submitresearch.med@mcgill.ca) no later than **Wednesday, January 15, 2025**. Please use **Fall 2024 Abstract and Report** as the subject of email.
- ✚ An automated reply will be used to confirm receipt of your email and 2 attachments (Report + Abstract). The automated reply is set to work only once, therefore be sure to send both files in the same email.
- ✚ Please note that the [submitresearch.med@mcgill.ca](mailto:submitresearch.med@mcgill.ca) account will only be used for receiving documentation, not for responding to questions. Inquiries should instead be sent to Trainee Awards coordinator at [rbursary.med@mcgill.ca](mailto:rbursary.med@mcgill.ca)

### Abstract Layout:

- ✚ The completed online abstract form should not be more than a **single** page using the font **Times Roman 12 pt**.
- ✚ **Using the blank online form provided**, please complete all the sections included. You must respect the following number of lines per section (or the overall number of lines per abstract) to ensure that your **abstract does NOT exceed 1 page**:
  - **Title:** 1-2 lines - should not appear all in caps.
  - **Authors:** 1 line - Your name should appear first and your supervisor's name last. If you feel that someone else played a key role in your research project (e.g. post doc, resident, co-supervisor), you can include this person's name in between.
  - **Affiliation:** 1-2 lines - You should name the McGill-affiliated hospital or department where your research was conducted, followed by: Faculty of Medicine and Health Sciences, McGill University, Montreal, QC, Canada
  - **Keywords:** 1 line - A maximum of 5 keywords should be used.
  - **Background information:** 5-8 lines
  - **Purpose of the study:** 3-4 lines
  - **Methods:** 5-8 lines
  - **Results:** 5-8 lines
  - **Conclusion:** 3-4 lines