

**Abstract Guidelines and Submission Form for the 2021 Brown Awards Meeting of the American Society for Microbiology, Maryland Branch Ltd**

Applicants are strongly encouraged to follow these guidelines. Failure to do so does not automatically exclude an abstract from being accepted, however it reduces the likelihood of the author receiving a J. Howard Brown Award for Outstanding Graduate or Undergraduate Student.

\*\* 1<sup>st</sup> place winners (undergraduate and graduate) will each present a 25 min virtual presentation at the December 7, 2021 ASM Maryland Branch Zoom Meeting

1. Abstracts suitable for presentations or publications describing scientific studies involving microorganisms or related fields such as immunology as they pertain to microorganisms or infectious diseases are eligible for the J. Howard Brown awards
2. Abstracts **MUST** contain four sections (**BACKGROUND, RESULTS, METHODS, CONCLUSION**) as described below, while it is strongly recommended that these sections be identified with bold headers, per ASM Microbe abstract guidelines (this is not a requirement, however)

**BACKGROUND**

- 1-3 sentences describing the phenomenon, problem or hypothesis addressed
- Avoid lengthy BACKGROUND sections; history and details of your study's subject matter do not belong in an abstract

**METHODS**

- A description of the materials and methods used in your study
- Statistical analyses should be identified by name (t-Test, ANOVA, etc.) but not with a detailed description; *P*-values for statistical analyses should be in the RESULTS section

- Inclusion and endpoint criteria should be in this section, as should quantitative study information such as sample size, number of replicates, etc.
- Give the names of specific tests, not general terms such as “genomic analysis” or “microsome-based assay”
- If specific kits, products and/or instruments are integral to the study, then trade names may be used

## **RESULTS**

- Data should be quantitative (numbers! “Science is measurement”); historical and epidemiological data should also be presented in terms of numbers, rates and trends
- Any result described as “significant” MUST also contain a *P*-value, and a statistical test should be named in the METHODS section
- Provide numbers along with terms such as “over-production” or “depletion of”; for example: state “5-fold up-regulated” instead of just “up-regulated”

## **CONCLUSION**

- 1-3 sentences summarizing the conclusions drawn from the results
  - Ideally this section would include a single sentence with the “take home message” telling your audience what the results of the study mean
  - Do NOT mention future research directions; this does not belong in an abstract
3. Abstract authors do not have to be members of ASM or the Maryland Branch, but at least one author must be available during the virtual Brown Awards meeting to accept an award or stand in for a 1<sup>st</sup>-place award-winner if they are unable to give their presentation
  4. Eligibility for the J. Howard Brown awards:
    - a. For an abstract submitter to be eligible for a J. Howard Brown award for outstanding undergraduate or graduate student, they must be an undergraduate or graduate student on the date of the virtual Brown Awards meeting, or have graduated no earlier than December of 2020

- b. Only the submitting author of a given abstract may be eligible for a Brown Award; a Brown Award may not be shared between two or more authors on a single abstract
5. Abstracts may be submitted even if they have been submitted or accepted to other conferences, or from posters presented at conferences held in October of 2019 or later
6. Abstracts for posters already presented at a previous ASM Maryland Branch poster session will not be accepted
7. Branch Officers and the Board of Directors will select J. Howard Brown award winners by a vote; if a student directly supervised at an academic institution or workplace by an Officer or BOD member submits an abstract, then that Officer or BOD member will recuse themselves from voting on that Brown award that year
8. An author may submit more than one abstract for Brown Award consideration, but can only win an award for one of the abstracts
9. Abstract character counts should be less than 2500 characters (this does not include spaces, title, authors or institution)
10. Abstracts must be submitted using the form contained in this document, the guidelines portion does not need to be removed
11. Do not convert this file into PDF format; leave it as an MS Word file.
12. Please name your submission file ‘LastName2021Undergrad’ or ‘LastName2021Grad’  
Example: Emeria2021Grad
13. The abstract title, author and affiliation information will be directly carried over into a PDF that will be made available shortly after the virtual Brown Awards meeting, and as such spelling, punctuation and grammatical errors are the responsibility of the submitter
14. The person listed as “submitting author” on the submission form must be eligible for a J. Howard Brown award and if the abstract is selected, then the award would go to the submitting author
15. Affiliations should list the institution, department, city, state/province and country where the authors generated the data from which the abstract was written

## 16. General abstract recommendations

- BACKGROUND or CONCLUSIONS sections should each comprise less than 25% of the abstract word count
- Reviewers are interested in what you did (METHODS) and what the outcomes were (RESULTS), so together these two sections should comprise about 75% of the abstract word count
- Performance parameters (controls, accuracy, acceptable results ranges, CLSI QC criteria, etc.) should be in the METHODS section, and outcomes of testing in the RESULTS section
- Do NOT state results for which testing is not described in the METHODS section, or draw conclusions for which no testing or data are listed
- Do NOT include statements such as “will be discussed” or “will be presented” in lieu of actually presenting data

## Prize Values of the J. Howard Brown Awards

J. Howard Brown Award for outstanding graduate student:	\$200
First runner-up:	\$100
Second runner-up:	\$50
J. Howard Brown Award for outstanding undergraduate student:	\$200
First runner-up:	\$100
Second runner-up:	\$50

## INSTRUCTIONS:

1. Fill out the form below, rename the file as described on page 3, bullet 12, and submit it by 5:00 PM Thursday, December 2<sup>nd</sup>, to the Abstract Submission Dropbox™ folder at <https://www.dropbox.com/request/MZh6FVE6I0I2hwFep2xS>

2. The Branch Board of Directors selects the Brown awardees and notifies the six winners by 9:00 PM Friday December 3.
3. The 1<sup>st</sup>-place winners have the weekend of December 4<sup>th</sup>-5<sup>th</sup> to prepare slide decks for their December 7 talks.

**ABSTRACT SUBMISSION FORM – Due by 5 PM, Thurs Dec 2<sup>nd</sup>**

Title:

Author(s):

Affiliation(s):

Submitting author (Brown award-eligible):

Phone Number:

Email:

**Submitting author status (check one):**

\_\_\_\_\_ Undergraduate Student (or graduated no earlier than Dec. 2020)

\_\_\_\_\_ Graduate Student (or graduated no earlier than Dec. 2020)

## **ABSTRACT**

### **BACKGROUND**

### **METHODS**

### **RESULTS**

### **CONCLUSION**

