SGIM Vignette Online Submission Instructions

Presenting authors of abstracts, vignettes, innovations and each workshop presenter MUST have a ScholarOne account. All SGIM/ScholarOne accounts created for the 2014 SGIM Annual Meeting have been carried over. Login information will not have changed.

Submitting Authors: Create or edit a ScholarOne® Account

- New to ScholarOne?
  - From the left hand menu (in yellow) click on the link to “Create an Account.”
  - Enter all required information, including your responses to the questions regarding external funding.
  - This allows you control your personal information; how it is spelled, what degrees you hold, what institutional affiliations should be "attached" to your name (for example, if you enter a nickname it will be published that way). Whether you are planning to submit something or someone else is identifying you as a presenter or co-author, this will minimize incorrect information from being published.
  - You will set your own user name and password, reducing the chance you might forget it.
  - From the left hand menu (in yellow) click on the link to “Modify Your Account.”
  - Verify all information and/or complete any missing Disclosure Information

If your email address did not change since the annual meeting you should have received an email with your User Name and Password.

If your email changed since last year, contact the SGIM Office (regions@sgim.org) for your User Name and Password. Then login using that information and update your account.

Create and/or Edit a Submission

- Once you are logged in, click on the Submission Tab at the top of the screen.
- Choose the type of submission you wish to submit by selecting one of the radio buttons. **Make sure you select the correct submission type. This cannot be changed once you start the submission process.**

For the Midwest Meeting there are four submission types – called roles in ScholarOne:

- Clinical Vignettes-Faculty Submission
- Clinical Vignettes-Trainee Submission
- Scientific Abstracts-Faculty Submission
- Scientific Abstracts-Trainee Submission
- Workshops-Faculty Submission
- Workshops-Trainee Submission
- Innovations-Faculty Submission
- Innovations-Trainee Submission

Press "Go" and you will see submission instructions

- From the left-hand menu select “Create a New Submission” to initiate a new one or “View Submission” if you wish to edit one you have already started.
Creating a New Submission: There are six steps to creating a vignette submission, not including the payment step. As you complete each step the system will indicate that by placing a check mark next to each.

**Vignette Submission Step 1 (Tab: Title/Body) requires you to enter:**
- Full Title of Submission
- LEARNING OBJECTIVE(S): You must identify at least one, and may also identify a second focused learning objective, stating what the physician should be able to do with case information. Objectives are action-oriented and should begin with words such as recognize, diagnose, assess, treat, distinguish or manage. They should NOT begin with terms like know how to or understand. Examples:
  - Diagnose hip fracture when the plain x-rays are normal
  - Recognize the clinical features of anorexia and bulimia in a male
  - Assess health literacy in at risk populations
- CASE: Briefly summarize the case presentation. Include HPI, pertinent positives, negatives, key PMH/SHx/FHx/Meds, key physical exam, diagnostic studies, interventions. Highlight key elements from clinical course.
- DISCUSSION: A concise discussion, highlighting important facts or teaching points gleaned from the case and/or review of the literature. Authors should use the learning objectives and discussion to illustrate the unique teaching points, as if submitting the vignette for peer reviewed publication.

**Vignette Submission Step 2 (Tab Presentation Type)**
Use the drop down list to confirm your submission is a clinical vignette

**Vignette Submission Step 3 (Tab Affiliations) requires you to identify all institutional affiliations**
- IMPORTANT: This system does not assume that the person entering the submission information will present/speak in the session if it is accepted for presentation. If you are the submitting author you must add your own institutional affiliation to this list.
- Enter all institutions with which your authors are affiliated (including your own)
- Enter each institution only once. For example, if there are 5 speakers, 3 of whom are from one institution and 2 of whom are from another, you will enter 2 institutions, not 5.
- You will associate your authors with their respective institutions during the next step. Each author may be associated with either one or two institutions.
  - Example: Dr. Smith is affiliated with X University. (One affiliation)
  - Dr. Y is affiliated with X University and XXX the ABC City VA (two affiliations)

**Vignette Submission Step 4 (Tab Authors) requires you to identify every person speaking in this session.**
**NOTE:** Adding authors is easiest (and most accurate) when you search and “attach” each person’s account information. We strongly urge you to make sure the people you will be identifying as faculty/speakers have created a ScholarOne® account before you initiate your submission.
- This system makes NO assumption that the person entering the submission is automatically speaking in the session.
- If you are entering the submission AND speaking in the session you must enter yourself here as an “author” and identify your role in the session being submitted.
- Submitting authors who are not speaking in the session need not add their name during this step.
- To create a list of the people who will be speaking in this session if it is accepted for presentation, click the "Add Author" button. In the resulting window, enter the required information. Do not enter a period after initials. Click "Save" after entering each one.
- Associate each author with their respective institutions by entering the appropriate reference number from the drop down boxes to the right of each name. Reference numbers can be found under the Affiliations list above the add author section.
- Make sure to identify one person (and only one) as the session coordinator. (Click the “presenter” button.
- Use the drop down box to identify each person’s role: coordinator (only one allowed), additional faculty (no more than 5 for a workshop or update) or small group discussion leader (no more than 3).
- You must also identify each speaker’s SGIM Membership Status. If you are not sure, ask rather than guess.
Vignette Submission Step 5 (Tab Details) requires you to answer or affirm six questions:

1. You will be asked to affirm you have proofread the text and affirm the accuracy of the content.
2. Financial Policy Verification: You will be required to affirm that you understand the fact that SGIM has no funding to support the travel, registration fee, lodging, and/or honoraria for any additional faculty. I ask to participate in this session, should it be accepted for presentation at the regional meeting.

Vignette Submission Step 6 (Tab Proof and Submit):
The system will indicate if any information is missing from the submission, and will not allow you to move ahead until you enter that into the record.
If you exit the system without submitting the vignette, it will be logged in the system as a draft and will appear in the "Draft" section of your "View Submissions" page when you reenter the system. It will not be reviewed unless and until you pay the submission fee.

Remember: Submitting is NOT final until you continue and finalize the payment of the required (non-refundable) submission fee.

After you click the submit button you will be taken to the payment step.

PAYMENT OF SUBMISSION FEE:
Your submission will be finalized after you successfully complete the payment page.

The system accepts the following credit cards: MasterCard, VISA, American Express and Discover.

Why do you need to enter name/address/etc all over again on the payment step?
The ScholarOne® payment process complies with the US PCI (Payment Card Information) standard. Billing information must be collected separately.

Once payment is processed a proof will pop up. This serves as your receipt. Print a copy for your records. If you have Adobe Acrobat (not Adobe Reader) we recommend you select that as your printer.

TECHNICAL SUPPORT:
Difficulty with the submission process:
Email Technical Support at: ts.acsupport@thomson.com
Call: Direct Number: +1 (434) 964-4100  Toll Free Number (US Only): (888) 503-1050
ScholarOne® Technical Support is available 24 hours a day Monday through Friday. Technical Support can also be reached from anywhere on the site by clicking on the "Get Help Now" button located in the upper right-hand corner of each page.

SUBMISSION OR MEETING QUESTIONS:
If you have questions regarding the submission criteria or questions about the regional meeting, please contact SGIM at regions@sgim.org.

Feedback on ScholarOne® submission site email: ScholarOnefeedback@sgim.org