

## SGIM Workshop Online Submission Instructions

Presenting authors of abstracts, vignettes, innovations, art submissions, and each workshop presenter **MUST** have a ScholarOne account.

### Submitting Authors: Create or edit a ScholarOne® Account

- **New to ScholarOne?**
- From the menu bar click on the “**Create an Account**” Tab.
- Enter all required information, including your responses to the questions regarding external funding.
- Create your user name and password.

If your email changed since last year, contact the SGIM Office (regions@sgim.org) to update your account with your new email address. Then, you will be sent your username and a link to reset your password as staff does not have the ability to access passwords.

### Create and/or Edit a Submission

- Once you are logged in, click on the Submission Tab at the top of the screen.
- 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.
- There are five steps to creating a workshop submission. As you complete each step the system will indicate that by placing a check mark next to each.

### Workshop Submission Step 1 (Tab: Submissions Type) requires you to enter:

- Choose your submission type 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.***
- Types:
  - Scientific Abstract
  - Clinical Vignette
  - Innovation
  - Workshops
  - Arts & Humanities

### Workshop Submission Step 2 (Tab: Title/Body) requires you to enter:

- Full Title of Submission
- Online Title of Submission (limit: 60 characters, including spaces)
- Presented in conjunction with (optional)
- Session Summary (limit: 3000 characters, including spaces). This should provide enough information so those considering registering to attend have enough information to decide whether they wish to register to attend the session.
- Short Session Summary (limit: 750 characters, including spaces) this should help someone decide if they want to attend your session.
- Measurable Learning Objectives (3 required, you may include up to an additional two objectives)
  - Identify at least three (3) and no more than five (5) learning objectives
  - Learning objectives should be framed in terms of how the session will help attendees make beneficial changes in their clinical practice, enhance teaching skills, improve clinical/educational outcomes, and/or promote patient safety and medical quality.

- Learning Objectives should be observable and measurable.
- Acceptable verbs include:
  - Cognitive objectives: define, list, describe, identify, recognize, analyze, compare and contrast, diagnose, manage, assess.
  - Affective objectives: show, accept, report.
  - Psychomotor objectives: identify, detect, differentiate, display, perform, arrange, compose
  - Avoid these verbs: Know, learn, understand/gain better understanding of, improve, increase, etc.
- Product Approval - requires you to answer one question: Does your presentation reference/mention a product that is not approved in the United States for the use under discussion? If it does, it requires you to explain details.
- Session Agenda: How will the time be spent? How will the session be organized to meet the stated learning objectives? What teaching format(s) are planned? Assume a 60-minute session; the final 5-10 minutes should be reserved to conduct session evaluation.
- Session History: Has this session been presented before? Yes/No. If yes, identify where and when.
- Target Audience

### **Workshop Submission Step 3 (Tab: Properties)**

- Use the drop-down list to confirm your submission is a workshop.
- Complete submission properties and session requirements.

### **Workshop Submission Step 4 (Tab: Authors) requires you to identify every person included in the submission.**

**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 co-authors have created a ScholarOne® account before you initiate your submission.

- This system does not automatically designate the person entering the submission as the presenting author. If you are entering the submission AND will be the presenting author, you must enter yourself here as an “author” and identify yourself as the presenting author using the radio button on the left hand side.
- All authors whether or not they will be presenting are required to be added during this step.
- Associate each author with their respective institutions by using the drop down boxes below each name titled “**Affiliation #1**”. If the appropriate affiliation is not listed, click “**Create an Institution**” from the affiliation drop down box and enter the required information, then click “**Submit Created Institution**”
- Make sure to identify one person (and only one) as the presenting author (click the “presenter” button next to the appropriate author’s name).
- You must also identify each presenter’s SGIM Membership Status.
- **\*\*Please note that your submission will NOT go into peer-review until all of your co-authors have completed their disclosures of relevant financial relationships.** Once your submission has been submitted, all co-authors will receive a notification email with instructions to submit their disclosures. You will be copied on emails to co-authors who are missing disclosures.

### **Workshop Submission Step 5 (Tab: Review 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

#### **Payment Of Submission Fee:**

- Your submission will be finalized after completing the payment information during the **"Review & Submit"** step.
- The system accepts the following credit cards: MasterCard, VISA, American Express and Discover.
- **PRINT RECEIPT:** Once payment is processed, click "View Submissions" on the left hand side of the page and then select "View Receipt" from the drop down menu next to your submission. 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.

#### **Guidelines on Diversity, Equity, Inclusion and Discrimination:**

In preparing your presentation, we encourage you to consider the following guiding principles that support diversity, equity, and inclusion in scientific research and communication: 1) Some categories of diversity, such as race, are social rather than biological constructs. We encourage you to consider if the inclusion of categories of diversity, such as race, should be included in your presentation. **In many cases, including race does not add necessary information. If race/ethnicity is deemed necessary in the presentation,** authors should clearly explain the source of classifications used (e.g., self-report, investigator observed, database, electronic health record, survey), and justify their inclusion in the presentation. 2) **In presentation that highlight differences in health behaviors or outcomes by race,** we encourage you, when appropriate, to explore the role of discrimination (e.g., racism, gender discrimination, etc.) in your presented work and to explore the mechanisms and impact of disparities and inequities.

#### **Technical Support:**

Difficulty with the submission process:

Email Technical Support at: [s1abstractshelp@clarivate.com](mailto:s1abstractshelp@clarivate.com)

Call: Direct Number: +1 (855) 258-5858

ScholarOne® Technical Support can also be reached from anywhere on the site by clicking on the "Help" 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](mailto:regions@sgim.org).

Feedback on ScholarOne® submission site

Email: [ScholarOnefeedback@sgim.org](mailto:ScholarOnefeedback@sgim.org)