

PAPER/PRESENTATION STYLE GUIDE



Orthopaedic Division
CANADIAN PHYSIOTHERAPY ASSOCIATION
Division d'orthopédie
ASSOCIATION CANADIENNE DE PHYSIOTHÉRAPIE



2021 Orthopaedic Symposium

Winnipeg, Manitoba

April 29 – May 2, 2021

RBC Convention Centre & Delta Hotels by Marriott



Paper/Presentation Submission Guidelines

The Orthopaedic Symposium welcomes the submission of two types of papers/presentations:

- 1) **Research:** The presentation of original and peer-reviewed research including bench science, randomized control trials, clinical trials, case controls and case studies related to the neuromusculoskeletal systems.
- 2) **Knowledge Translation:** Presentations that focus on the synthesis of research that informs clinical practice, helps to develop best practice guidelines and disseminates knowledge and improve orthopaedic practice. Presentations should focus on the direct application of research and knowledge translation, in the context of clinical reasoning and patient treatment. Clinical case studies, or the summary and application of current research in a clinical context are strongly encouraged.

The Symposium expects submissions of high professional quality. In addition to being evaluated on the scientific rigour, overall quality and relevance of content, paper proposals are also evaluated on style, tone and language. Submissions must be well structured and written in proper English, with special attention paid to ensuring the submission is free of errors in language, spelling and grammar.

To ensure that your submission is not rejected based on style, please ensure that your submission:

- a. Does not use abbreviations or technical jargon; it only uses acronyms after they are first defined.
- b. Does not use quotes or extensive reference citations.
- c. Does not include spelling or grammar errors.
- d. Does not include bulleted lists or other special characters (if necessary, use dashes in place of bullets).
- e. Uses short, complete sentences (be specific with your choice of words).
- f. Uses active voice whenever possible (e.g. "Ice reduced swelling" compared to "the swelling was...").
- g. Uses present tense for established facts, such as in the Purpose/Objectives, Relevance and Conclusion sections (e.g. "It is an important factor..." instead of, "It has been an important factor...").
- h. Uses past tense for specific actions and for presenting findings, such as in the Methods, Analysis and Results sections (e.g. "Exercise lowered the risk of fall in the test group..." instead of "Exercise lowers risk of fall...").

Specific requirements for the two types of papers:

1. Research Paper Proposals:

- a. Paper/presentation proposals must be a maximum of 300 words. Submissions surpassing this word limit will be rejected.
- b. Reports must be based upon work already completed. Papers/presentations for studies which are 'in progress' or for which data acquisition and analysis are incomplete or absent will not be accepted.
- c. Papers/presentations may be submitted for **podium** or **poster** presentation. For those proposals for podium presentations, the amount of time requested must be indicated (15, 30 or 60 minutes).
- d. Research papers/presentations must follow the format, headings and specifications outlined in the section below. Research papers/presentations that do not precisely meet these format requirements will not be considered.
 - i. **Purpose/Objectives & Rationale:** Major reason for doing this study. This section is intended to be a concise overview of the purpose of the research study. Clearly state the purpose and avoid general statements and paraphrasing the title of the research study.
 - ii. **Relevance:** This section should state how the research is relevant to physiotherapy practice. It should be clear and concise and targeted to the knowledge level of the target audience and the reviewers.
 - iii. **Materials and Methods:** Description of the study and/or research population (e.g. information on subjects, n=), research design (e.g. randomized), outcomes used to evaluate change, and techniques used to collect the data. This section should briefly describe the materials and methods used in the research study and should include enough detail to understand the results and to determine their validity. This section should describe the research population, research design (e.g. randomized), intervention and duration of the intervention, techniques used to collect the data and outcomes used to evaluate change.
 - iv. **Analysis:** Description of type(s) of analysis/es used in interpreting data (may be quantitative or qualitative).
 - v. **Results:** A summary of the data derived from analysis/es. This section should state the results of the research study in a clear, precise/accurate manner. Vague and general statements should be avoided. The results should correspond to the methods and to the purpose/rationale of the research.
 - vi. **Conclusions and clinical relevance:** Logical and reasonable conclusions and inferences that can be made based on results and data analyses. This section should clearly state the study's/session's conclusions and the important implications for the physiotherapy profession.

Note: Papers/presentations for which any heading section is not completed will result in automatic rejection.

2. Knowledge Translation proposals

- a. Paper/presentation proposals must be a maximum of 300 words. Papers/presentations surpassing this word limit will be rejected.
- b. Papers/presentations may be submitted for podium or poster presentation. For those proposals for podium presentations, the amount of time requested must be indicated (15, 30 or 60 minutes).
- c. If applicants wish to have more than one presenter and/or theme for their paper, it must be prominently noted in their application.
- d. Paper proposals must follow the format, headings and specifications outlined in the section below. Papers/presentations that do not precisely meet these format requirements will not be considered.
 - i. **Purpose/Objectives & Rationale:** Major reason for doing the presentation. This section is intended to be a concise overview of the information that will be presented during the session and should include a maximum of three learning objectives. All learning objectives should be phrased in terms of *specific and demonstrable* learner improvements. Phrases that suggest “participants will have knowledge of/understand...”, “to increase awareness of...” or “learn approaches to...” should be strictly avoided.
 - ii. **Relevance and Target Population:** Relevance to orthopaedic physiotherapy and/or specific area of practice/patient population. This section should state how the presentation is relevant to physiotherapy practice. It should be clear, concise and targeted to the knowledge level of the target audience and the reviewers.
 - iii. **Description of Supporting Evidence:** Description of the body of published literature upon which the presentation material draws. This section should provide a brief overview of the literature supporting the session but include enough detail to allow the target audience to understand the content and to determine the value of the session. The level of supporting evidence (systematic reviews, randomized control trials, case control, cohort studies, expert opinion, etc.) should also be included.
 - iv. **General Session Content:** A general summary of the content of the presentation.
 - v. **Conclusion and Clinical relevance:** This section should clearly state the paper’s conclusions and the important implications for the physiotherapy profession.

Note: Papers/presentations for which any heading section is not completed will result in automatic rejection.

**Website will open for submissions on
Monday, August 17, 2020
Deadline for Submissions:
Monday, September 28, 2020 (11:59 p.m. EST)**

For more information, please contact:

Shannon Larkins
Chair, Abstract Review Committee
Orthopaedic Symposium 2021
slarkins@mymts.net