

AOSW GUIDELINES FOR SUBMITTING CONFERENCE ABSTRACTS

Presentations can be focused on research, innovative practice initiatives, novel intervention methods and/or techniques which elevate and highlight oncology social work. Reviewers will indicate expertise in either social work practice or research and review abstracts accordingly. Abstract submissions will be considered for learning institutes, practice intensives, panel symposiums, and paper presentations. We encourage early career oncology social workers to seek out mentorship in developing their abstract. ([View a sample abstract.](#))

SOCIAL WORK PRACTICE ABSTRACTS

All presentations must be scholarly in nature. Presentations can be focused on innovative practice initiatives, novel intervention methods and/or techniques that elevate and highlight oncology social work. All abstract submissions will be blind-reviewed and scored by at least three reviewers. Reviewers will assign a score from 1-5 (1=poor, 5=outstanding) on each of the following areas:

- The paper adds to the current oncology social work knowledge base
- Authors clearly state practice objectives
- Authors specify a clear and appropriate issue, population, and/or intervention of relevance to oncology social work practice
- Authors describe implementation (policy changes, new practice techniques, use of instruments or measures, quality improvement, program operation, etc.) in a clear, high-quality manner
- Authors propose appropriate conclusions and implications and/or future directions

RESEARCH ABSTRACTS

All presentations must be scholarly in nature. All abstract submissions will be blind-reviewed and scored by at least three reviewers. Reviewers will assign a score from 1-5 (1=poor, 5=outstanding) on each of the following areas:

- The study adds to the current oncology social work knowledge base
- Authors clearly state the study objectives, research questions and/or hypotheses
- Authors specify a clear and appropriate methodology (study design, sampling strategy, data collection, measurement, and analysis)

- Authors report results/findings for study objectives or research questions in a clear, high-quality manner
- Authors propose appropriate conclusions and implications based on the study's stated results/findings
- This abstract presents completed or preliminary results/findings

SCHOLARLY REFERENCE REQUIREMENTS FOR PRACTICE AND RESEARCH ABSTRACTS

As a provider for social work continuing education by the Association for Social Work Boards (ASWB), we must ensure that our speakers meet the following scholarly reference requirements:

1. Include all of the following in **APA Format**
 1. Author
 2. Title
 3. Place of publication
 4. Publisher
 5. Date of publication (or date retrieved from the web)
 6. Page number(s) for use with articles from magazines, journals, periodicals, newspapers, encyclopedias, or in anthologies.
2. ACE standards require 50% of the reference list or 5 references (whichever is less) to be current (within 5 years of the presentation date: June 2020).

INFORMATION REGARDING ALL PRESENTATIONS

Based on the number of abstracts received, the Conference Committee will determine a minimum score for further review at the unblinded level.

1. AOSW reserves the right to re-classify the presentation type (pre/post-conference workshops, practice intensive, panel symposium, learning institute, and paper) as part of the acceptance of the abstract.
2. The Abstract Book and Conference Program will be made available to conference attendees via the AOSW website and the conference app. The abstract summary

may be used in other AOSW promotional material. AOSW reserves the right to edit this summary.

3. Submitters understand their abstract could be scheduled for any day of the official conference dates and agree to be available to present their submission, if selected, on the date assigned. **We cannot accept requests for specific time/date for presentations.**
4. If abstract is accepted, submitter and all authors and presenters agree to obtain any required copyright approvals for any images or audio that may be used during the presentation.
5. Presentations should be based on sound, scientific, evidence-based practice. All research referred to, reported, or used in CE activity in support of skill development, clinical social work practice, patient care recommendations, quality improvement and program development should conform to the generally accepted standard of design, data collection and analysis. Please note that the Research Committee will review research abstracts to ensure they are of sound scientific methodology.
6. The content of each presentation will be reviewed for commercial bias and compliance with all accreditation guidelines.
7. Presenters are required to pay the full meeting registration fee. Presenters are encouraged to apply for conference scholarships and awards.
8. There is no honorarium or reimbursement of expenses to those selected to present a concurrent or poster session.
9. Presenters are not permitted to reassign their session to another presenter or to change presentation content. The lead/secondary author is required to present a poster.
10. AOSW will correspond with all authors listed in the abstract.
11. There is a limit of 2 abstract submissions per lead authors (e.g., You may be the second author on other abstract submissions.)
12. Abstract selection decisions will be made in December/January. All notifications will be sent via email to the abstract submitter.
13. To protect the integrity of the process, AOSW will not release abstract selection decisions to third parties.

The AOSW Conference Committee reserves the right to select/reassign/invite additional abstracts and/or speakers based on the needs for subject content.