



**Canadian
Council of
Cardiovascular
Nurses**

**Conseil canadien
des infirmières et
infirmiers en soins
cardiovasculaires**

**PLEASE READ CAREFULLY AS FAILURE TO COMPLY WITH INSTRUCTIONS WILL LEAD TO
DISQUALIFICATION OF AN ABSTRACT**

SUBMISSION INSTRUCTIONS

A. GUIDELINES FOR ABSTRACT PREPARATION

1. Abstracts must be no longer than 250 words.
2. Abstracts can be submitted in French or English.
3. Abstracts will be published in the language of original submission unless provided in both official languages.
4. Abstracts must be submitted under only one of the following presentation categories:
 - Workshop
 - Oral
 - Poster
 - Oral or poster presentation
5. DO NOT use headings. Abstracts must be submitted in narrative (paragraph) format.
6. Common abbreviations may be used (i.e. mm Hg) but all other abbreviations must be explained the first time that they are used (i.e., "...the Heart Health Survey (HHS) found that...").
7. DO NOT underline or use bold print within the body of an abstract to emphasize words or phrases.
8. It is recommended that abstracts be composed in a word processing program (e.g., WORD) and then cut and pasted into the abstract template. Please ensure that all spelling and/or grammatical errors are corrected before pasting into the abstract template.

B. SPECIAL ADDITIONAL GUIDELINES FOR RESEARCH ABSTRACTS

1. Authors must organize and present (do not use headings) the research abstract with the following information:
 - Background or significance of the problem;
 - Purpose of the investigation
 - Methods to collect and analyze the data;
 - Results of the study; and
 - Conclusions, including implications for practice

2. If study is in progress and results/conclusions are not available, it is necessary to include the potential implications for clinical practice.

C. SPECIAL ADDITIONAL GUIDELINES FOR NON-RESEARCH ABSTRACTS

1. Organize and present the non-research project according to:

- Statement of purpose;
- A description of the issue/program/technique that will be presented;
- Summary of major conclusions; and
- Description of the significance and implications for practice

D. POLICIES

1. Abstracts must conform to instructions and be submitted by **December 1, 2023 at 23:59 ET**.

2. The submission of an abstract constitutes a commitment by the author to present if accepted. Failure to present, if not justified, will jeopardize future acceptance of abstracts.

3. There is no limit on the number of abstracts that an author's name may appear on for submission.

Please note: Abstracts previously presented at CCCN Scientific Sessions will not be accepted. If an abstract is accepted for presentation at CCCN Scientific Sessions, it may not be presented in duplicate at another national conference before or within three months of presentation at CCCN. Similarly, an abstract accepted for presentation at the CCCN Spring Conference cannot have been published before May 1st, 2024.

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