

# Scholarly Work Outlines 2018

Adapted from **Ohio Osteopathic Association's Scholar Four Series**  
for Research Development  
For more information visit  
[westernreservehospital.org/education/resources/research](http://westernreservehospital.org/education/resources/research)



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# Suggested Process

Abstract



Poster Presentation



Oral Presentation



Manuscript



Title

Title

Author 1\*, Author 2\*\*

Affiliation\*, Affiliation\*\*

Institution



# Abstract ≈200-250 words



- Introduction
  - 3 sentences
  - Describes rationale
- Methods
  - 3 sentences
- Results
  - 2 sentences
- Conclusions
  - 2 sentences
  - Essentially summarizes introduction with different words
  - Final sentence should be impactful



# Potential Poster Outline 1

<b>Institution Logo</b>	<b>Title</b> Author 1*, Author 2** Affiliation*, Affiliation** Institution	<b>Institution Logo</b>
<b>Learning Objectives</b>	<b>Results, Tables, &amp; Figures</b>	<b>Discussion</b>
<b>Background</b>		
<b>Research Objectives</b>		<b>Conclusion</b> (can be a 3 bullet point list)
<b>Methods</b>		<b>References</b>
		<b>Contact Info</b>



# Potential Poster Outline 2

<p><b>Institution Logo</b></p>	<p><b>Title</b>                  Author 1*, Author 2**                  Affiliation*, Affiliation**                  Institution</p>		<p><b>Institution Logo</b></p>
<p><b>Abstract</b></p>	<p><b>Materials &amp; Methods</b></p>	<p><b>Results</b></p>	<p><b>Discussion</b></p>
<p><b>Introduction</b></p> <p>Each sentence from abstract introduction can be a separate paragraph topic here</p>	<p><b>Pictures Graphs Tables Figures</b></p>	<p><b>Pictures Graphs Tables Figures</b></p>	<p><b>Conclusion</b> (can be a 3 bullet point list)</p>
			<p><b>References</b></p>



# Oral Presentation

10-15 minute presentation, 8-10 slides

- **Title (1 slide)**
  - Name of study
  - Authors
  - Affiliation
- **Introduction (Hypothesis) (1 slide)**
- **Preliminary data (1-2 slides)**
- **Material & Methods (1-2 slides, one each)**
- **Results (1-2 slides)**
  - Table/graph/figure on slide with title- explain it verbally
- **Conclusions- 3 bullet points (1 slide)**

\*\*Select appropriate slide background for the audience (professional, not distracting, text is legible)—could be white background & black text



# Manuscript

- Cover Letter- 1 page
- Title Page- 1 page
- Abstract- 1 page
- Manuscript
- References
- Figures
- Tables

\*\*Depending on the submission process for the journal, it may be helpful to do each section in a separate word document



# Cover Letter

- Points to make:
  - Submitting this manuscript for consideration
  - Manuscript is entitled, “...”
  - We await your response
  - Signed by author who will be corresponding with journal



# Cover Letter Example

Dear Editor,

The following letter to the editor is a case report on the first case of.... All of the authors have read and approved the manuscript and collectively written 100% of the case. All of the requirements for authorship have been met. This has not been published prior to this and is not currently under consideration for any other publication. The following information is the first author's contact:

Office address:

Office telephone:

Email address:

Thank you for your consideration of this letter to the editor and please feel free to contact me if you have any questions. We await your response.

Signature



# Title Page

- **Title**
  - Capitalized letters throughout
- **Authors**
  - in order of contribution to manuscript
  - senior contributor (preceptor/PI) listed last
  - Can use \*, \*\*, \*\*\*, etc. after authors to connect them with affiliations
- **Affiliations**
  - In respective order, with corresponding \*, \*\*, \*\*\*, etc. for each
- **Corresponding author**
  - Person who is the contact for journal/sent the cover letter
- **Word count**
  - Does not include cover sheet, title page, references
- **Key words**
  - 2-3 words that would suggest your article if someone searched them



# Abstract

- Double spaced
- Add line # in side margin of first submission (for easier revision/edit localization)
- Look at articles already in the journal for formatting style



# Body of Manuscript

- Start on separate page from abstract
- Introduction
  - Use introduction sentences from abstract as paragraph topics
- Materials & Methods
- Results
  - No interpretation
  - No figures/Tables
- Discussion
- Conclusion

\*\*For first submission, it is suggested that lines are numbered in the margin for easier localization of revisions/edits



# References

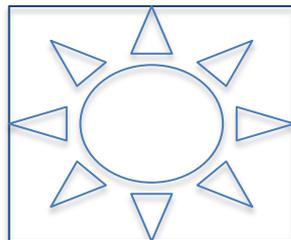
- Start on new page
- Look at information for authors on journal submission page for their preferred citation style
- Look at articles in the journal for citation style



# Figures

- Start on new page
- May be a graph, medical imaging, photo, etc.
- Title each figure below it with Figure 1, Figure 2, etc. based on the requirements of the journal/articles already published in the journal
- Include a 1-2 sentence legend describing the figure

Example:



**Figure 1.** This figure shows a sun.



# Tables

- Start on new page
- Title each table above it with Table 1, Table 2, etc. based on the requirements of the journal/other articles already published in the journal
- Include a 1-2 sentence legend describing the table

Example: **Table 1.** This table shows...




# For Case Presentation Articles

- Replace Materials & Methods with the case report
- Results: could include lab results, imaging results, etc. if applicable
- Discussion:

## Example:

- 1<sup>st</sup> paragraph- general review of typical presentation
- 2<sup>nd</sup> paragraph- general review of epidemiology
- 3<sup>rd</sup> paragraph- description of existing cases
- 4<sup>th</sup> paragraph- in conclusion, our manuscript documents the first ever...



# Revisions

- For revisions, write a new cover letter.

Example:

To the editor:

Thank you so much for allowing us to get a revision. Below is a point by point rebuttal/correction to the comments of reviewers.

- Then, cut and paste reviewers' input in the letter and respond to each element. Use the margin line numbers to help localize the revision. It may also help to highlight the change in the text as well

Example:

Reviewer 1: (copy and pasted text from his/her review)

We so appreciate the reviewer's careful review of the manuscript. We agree with the comment. We've done... on page... line...



For more detailed information and video workshops, please visit:

[Ohio Osteopathic Association Scholar Series](#)

