

Section Policy – Departments of Psychiatry and Neuroscience Research Symposium 1/18/24

Submission Deadline:

- Submission deadline is November 18, 2023. Notifications will be sent by December 31, 2023

Submission Requirement(s):

- Each submission must include an author, who is a faculty, resident, or fellow in the Department of Psychiatry or Neurosciences. Any submission not meeting this requirement will be sent back to the corresponding author for corrections.
- Please note – at least one author from each submission must be able to attend the in-person event on January 18, 2024.

Submission Information:

1. **Step 1:** Create an account for Translation:
<https://openjournals.utoledo.edu/index.php/translation/login>
 2. **Step 2:** Upload your abstract in one page word document and should be structured as a Research, Review, or Case Report/Study as outlined below:
 - a. 12-point Arial font, Double Spaced, 2 pages (maximum)
 - b. For each author, please include the following information:
 - Role(s): Resident, Fellow, Faculty, Student
 - Department or Division: Neuroscience, Psychiatry, Bioinformatics
 - c. Required Sections based on type of submission
 - Research Or Review Abstract(s):
 - Background or Introduction
 - Objectives
 - Methods
 - Results
 - Conclusion (if applicable)
 - Case Report or Case Study:
 - Introduction or Background
 - Case Presentation
 - Conclusion (if applicable)
 - d. Grant Funding if applicable
 - e. References – Must be complete (Title, Author, Journal, Volume, Issue, Pages), No Preferred Style
 3. **Step 3:** Add in any keywords for your submission.
 4. **Step 4:** Submit!
- All submissions will be considered for awards based upon their innovation, methodological rigor, and contributions to science and patient care.

For Questions:

- Please contact Margaret.hoogland@utoledo.edu, if you have any questions or issues uploading your submission via the *Translation* website.