

INSTRUCTIONS FOR ONLINE SUBMISSION THROUGH *COMMUNITY OF SCIENCE (COS)*

The direct URL is: <http://ams.cos.com/cgi-bin/login?groupId=2726&meetingId=263>

OR

<http://tinyurl.com/3aqv7d>

OR

Go to the SGIM web page- <http://www.sgim.org/am08>
click through from there to the COS Login Page

Every submitting author must have a COS User Profile.

Already have a COS Account? Just Enter your COS username and password.

COS accounts carry over from year to year; and keeping your Profile up to date is easy (and important).

If you have EVER submitted to an SGIM Annual Meeting you will have an account. If you do not remember your User Name and Password, before creating a new account, just click the "Forgot Your Password" link under the login button. COS will email you your user name and password.

Have you changed institutions? Moved? Gotten a new email address in the last year? Please update your User Profile before submitting.

From the SGIM Submission log in page select the link in the top left hand corner labeled "COS Workbench". That will bring you to your COS "Workbench". You will see several links on the left side of the page. Under the "Manage your Account" header, click on "Change your Username/Password. To edit any other portion of your profile, click the appropriate link on the left side of the page. Make the necessary changes and click the "Update" button. When you are finished making your updates, simply exit from the window.

New to the COS System? Click on the link, "Create a New Account"

Another screen will appear, asking you for some information.

COS will then email you your username and password.

A NOTE ON COS USER PROFILES: Please note it is a VA requirement that you identify the VA as your affiliation whenever the VA has supported the research you are presenting or if the majority (5/8 or more) of your salary is from the VA.

After you log in, you will be taken to the SGIM Electronic Submission page.

Click to review SGIM's *Conference Details*, or

Click *Create/Edit an Abstract* to begin the submission process or to edit a submission that you've already started.

The next page, *Status of Current Documents* page, lists all the abstracts associated with your name.

This page will be blank (you will not see any submissions associated with your name) when you log in for the first time unless someone else has entered something with you as one of the authors.

You can "*Create a New Abstract*" or "*Edit*" an existing abstract.

The tracking ID # and status (draft, submitted for review, accepted, rejected) of each submission is indicated on this page.

Click on the *Create New Abstract* button to initiate a new submission.

Identify the abstract type of your submission

- Scientific abstract
- Clinical vignette
- Innovation in medical education (IME)
- Innovation in practice management (IPM)
- Web-Based Innovation in medical education (Web-IME).

You cannot change the submission type once you have made that choice. i.e., you cannot change a submission from an abstract to a vignette or an Innovation after you make that designation in the COS system.

The required submission steps are always visible on the left-hand side of the screen. Each step will automatically be checked off as you complete it. You can go to any step at any time by clicking on it.

- Step 1. General Instructions:**
Please read and acknowledge reading the instructions by clicking the "Acknowledge and Continue" button.
- Step 2. Submission Guidelines:**
Please read and acknowledge reading by clicking the "Save and Continue" button.
- Step 3. Title and Abstract Text:** Submissions require the following information:

Abstracts	Vignettes	IME and IPM	I-RIME
Background	Learning Objectives (1-2)	Statement of Problem or Question	URL & Log In Information
Methods	Case Information	Description of Program/Intervention	Background
Results	Implications/Discussion	Objectives of Program/Intervention	Content
Conclusion		Findings to date	Design
		Key Lessons Learned	Evaluation
			Summary

We strongly urge you to compose your submission electronically before you begin this process, so you may cut and paste text into the appropriate fields. However, please be aware of the following:

Submission Length:

Submissions are limited to a maximum character count of 3500 (approximately 500 words), excluding title, author information, and section headings (e.g., background or learning objectives).

No tables, figures, or images may be included in Vignette or Innovation submissions.

DO NOT type in section headers (background, results, etc) as part of your submission.

Any special character (not on a standard keyboard), including mathematical operators such as \leq , \geq and \approx , will not be transmitted over the Internet (meaning you cannot cut and paste them into a submission). After you have placed text in the appropriate fields, use the "Special Character" key above the title field to insert special characters. These will be inserted wherever your cursor was on the screen before you selected your special character. You may cut and paste these to anywhere in the text. ***Be sure to move/capture the ending semi-colon in your cut/paste operation.***

Only scientific abstract submissions may include graphics,

Scientific abstract submissions may include no more than 2 tables or figures (*for a limit of two graphics per submission*). Graphics should be compact and used only to display essential results, where textual presentation would be less efficient. Large tables and figures intended for use in an oral or poster presentation are not appropriate for abstract submissions.

IMPORTANT REMINDER: Each graphic will count against the overall character count, proportionate to the size of the graphic. The larger the graphic, the fewer words can be included. If a graphic is too large, you will be notified immediately— either scale the image down or reattach a smaller original image to conform to the character limit.

Tables and Figures:

Only scientific abstract submissions can include tables or figures that reviewers would find helpful in their ratings.

All tables will be placed at the end of the text when printed in the final program – you cannot place them within the text. You may choose, however, to save your table as an image (in a JPG or GIF file), and add it as a figure (see below).

All figures must be placed using the "Add figure" key at the bottom of the COS page. After you browse for your image, you will return to the text page, and here you must place your cursor in the text box in which you'd like your figure to appear. Click on the "add to text" button. A "Figure Tag" will appear at the end of the text in the text box where your cursor is—simply cut and paste that figure tag into the text where you'd like to embed it. It is recommended they be placed at the end, since this system cannot wrap text around your figure.

If you created your tables or figures in MS PowerPoint for example, you must save them as JPG or GIF files before importing them into the COS system; use the FILE MENU to Save As, and change the "file type" to either GIF or JPEG. We recommend using JPEG, since GIF files will not be visible to you when you proofread your abstract.

IMPORTANT: PowerPoint automatically saves any figure as an 8.5 x 11" image, much too large for these abstracts. You should change this using the "PAGE SETUP" function, reducing the page size (2x2 works very

well) and then saving it as a JPEG file. This works more effectively than using the "change scale" function within COS which can affect the clarity of figures.

SAVE A COPY FOR YOUR FILES:

You can view your abstract in the format it will appear in JGIM (if accepted for presentation) by clicking on the "View Program Format" button, right next to the Title field. *We STRONGLY urge you to save this document to your computer for your records.*

Step 4. Author Information:

- To add a new author to your abstract, click on "Add/Edit Authors" at the bottom of the page.
- A new screen will appear.
The blank fields you will see are: Name, Organization (Institution), Department and Email. Entering information into all fields is not usually necessary—first and last name is normally sufficient.
- Click the "Add Author" button; the COS system will search all existing COS User Profiles.
- The COS system will respond by showing you any and every person in their system that matches your search criteria. It *may* identify more than one person with the same name. If that happens, a list of people will display and you will have the opportunity to select one of those (click the box to the left of their name) as being your intended author. Even if only one match appears, you still must select that person by checking off the box next to their name.
- If your intended author does not display, simply hit "continue" without selecting anyone. You will be given blank fields in which you can enter your author's contact information.
- If the COS system finds no one you will be able to enter information about a person previously unknown to COS. Just enter the information required (marked with red asterisks).
- You may also copy address/institutional information from any author already on your author list, just identify the person by their author number (left hand corner of their information listing).
 - To edit your own information, scroll to your own name listing.
- You **MUST** identify the role each person has in relation to the submission, You will have to identify the role each person plays, based on the following list:
 - Primary Author (the primary person SGIM communicates with regarding this submission)
 - Presenting Author (this is the one person who will present in Toronto)
 - Co-author
 - Entered By (the person doing the actual submission)If the person entering the submission into COS is not an author of the submission, but rather just the person entering it into COS, select "Not Displayed" under the author order.
- Be sure to identify which additional authors can edit the submission. There is a yes/no button just below the *Display Order* button. You may choose to have co-author(s) edit the submission; to the extent you identify co-authors have the right to do so. Provide co-authors with the tracking ID number to facilitate their access to the submission.
- **You will be required to identify the SGIM Member Status of each author**
Full or Associate member of SGIM, or not a member of SGIM.
New This Year. You may identify an author as a non-member non-physician professional. This designation can be used for community health workers, social workers, or any professional out of training.
Note: Your membership status does not affect your chances of success. We collect this information for administrative purposes.
- **Be sure to hit "Save and Continue" when you are finished.**
- If you need to edit information about an author later on, you can return to this step after having completed it, and click directly on any author's name to edit their information.

Step 5. Conflicts of Interest (Disclosure of Dual Commitments):

The presenting author of every submission must complete this step prior to its submission.

- Step 6. Category Selection: *Scientific Abstract and Clinical Vignette submissions only***
For Scientific Research Abstracts, submitting authors must identify a primary submission category; secondary submission categories are optional.
For Clinical Vignettes, submitting authors must identify a primary submission category only.
- Step 7. Joint Scientific Abstract Sessions: *Scientific Abstract submissions only***
In addition to category selection, please indicate whether you believe this abstract is suitable for one of the four sessions of oral abstracts SGIM presents jointly with other societies. Information defining appropriate submissions is provided on screen. Among abstracts that are peer-rated as worthy of an oral presentation, some will be selected for presentation in these joint sessions. Selecting one of these will neither increase nor decrease one's chances for selection as an oral presentation.
- Step 8. Awards Consideration**
Please complete this optional section if you are eligible for either the Lipkin or Hamolsky award.
- Step 9. Scheduling Restrictions:** Use this step to provide us with your workshop presentation schedule or to inform the scheduler if religious observance precludes your presenting on a particular day. **SGIM DOES NOT accept scheduling requests after acceptances are sent out.** Including scheduling request as part of the submission is essential.
- Step 10. Presentation Format**
Identify any preference, or no preference, for an oral or poster session. The most highly rated submissions are scheduled for oral presentation, others rated highly enough for acceptance are scheduled as posters.
- Step 11. Program View:**
You must proofread your submission.
SUBMITTING AUTHORS ARE REQUIRED TO SAVE A COPY OF THE SUBMISSION TO YOUR COMPUTER.
- Step 12. Submission Fee: (Non-Refundable)**
\$75.00 US until December 21, 2007
\$85.00 US December 22, 2007 – January 8, 2008
Acceptable forms of payment include credit card or check.
Credit Card (MasterCard/VISA) Payment Preferred; Personal and Institutional checks will be accepted
If paying by check, you must include the COS Tracking Identification Number(s) in the memo field of the check.
Submission fees are not refundable.
- Step 13. Submit. (DO NOT SKIP THIS STEP! YOUR SUBMISSION WILL REMAIN IN "DRAFT" STATUS UNTIL YOU, AS THE ENTERING AUTHOR, CLICK THE "SUBMIT" BUTTON). ONLY THE AUTHOR WHO INITIATES THE SUBMISSION (THE ENTERING AUTHOR) CAN PAY FOR THE SUBMISSION.**
- After you press the submit button, you will be prompted for credit card information if you previously identified you would be paying by credit card.

**The deadline for submitting is January 8, 2008 AT 11:59 PM PACIFIC TIME.
Even after you hit the submit button you can continue editing it until the deadline.**

PLEASE NOTE:

The COS system will automatically send a confirmation email upon successful submission to each person/author "attached" to the submission.

If you do not receive this confirmation, please check the COS system to see why the submission was not completed, or if your email address was incorrect.