

ABSTRACT REVIEWER HANDBOOK



The Annual Biomedical Research Conference for Minority Students (ABRCMS) is one of the largest, professional conferences for underrepresented minority students, military veterans, and persons with disabilities to pursue advanced training in science, technology, engineering and mathematics (STEM). Sophomores, juniors, seniors, post-baccalaureates and terminal level Master's students who conducted research projects in the STEM fields were invited to submit abstracts for the 2019 ABRCMS. This is a wonderful opportunity for students to gain experience in the abstract submission process and improve their writing skills. In 2019, there was a record 2,785 abstract submissions. Typically, 5% of abstract submissions are rejected.

On Thursday, September 12 reviewers will receive an e-mail containing the link to the review site along with a login name and password. Reviewers must enter the site and review their assigned abstracts before 11:59 EDT on Sunday, September 15. Your assigned abstracts do not have to be reviewed at one time; you may close your browser and come back later to resume reviewing.

The review process for **poster** presentations consists of accepting or rejecting abstracts based on demonstration of scientific problem and quality of writing. The review process for abstracts submitted for **oral** presentation consists of two parts: 1) determining if the abstract should be accepted into the conference based on demonstration of scientific problem and quality of writing, and 2) determining if the abstract should be accepted for an oral or poster presentation based on validity, originality, approach, organization, and conciseness.

All abstracts must abide by the following guidelines in order to be accepted:

- The abstract must contain a hypothesis, objective or statement about the problem under investigation.
- The abstract must contain a brief statement of the experimental methods/methodology used.
- Essential results must be present in summary form (even if preliminary). It cannot state, for example, "Results will be discussed."
- The abstract must contain a conclusion that explains how the work contributes to the hypothesis, objective or statement of problem.
- Students working in the same lab must independently submit an original abstract. Identical abstracts submitted by different students should be rejected.

Three reviewers have been assigned to each abstract. All three scores will be considered when making the final decision. If all 3 of the reviewers have rejected an abstract, that student will not be allowed to present their research at the conference. Due to time constraints, students **do not** have the opportunity of revising their abstract after it has been reviewed. For the abstracts submitted for oral presentation, the top 120 oral abstracts will be selected to give an oral presentation. If an oral abstract is accepted into the conference but does not rank in the top 120 to be selected for oral presentation, that abstract will be assigned a poster presentation.

Please submit all scores by midnight EDT on Sunday, September 15, 2019.

If you have any questions regarding the ABRCMS abstract review process, please contact ldixon@asmusa.org or (202) 942-9348. If you have any technical problems or questions, please contact OASIS Technical Support, support@abstractsonline.com or (217) 398-1792.

INSTRUCTIONS: REVIEWING ABSTRACTS

STEP 1:

Log into the system with your provided login and password (e-mail on September 12). A list of abstracts that

The Review Site is now open!

Review Deadline
⌚ Sunday, September 15, 2019 at 11:59 pm EDT.

To begin review, click on any record below **Assigned to me**. All items with a green sidebar are complete and all items with a gold sidebar need to be reviewed.

Review status
0 incomplete
2 of 2 complete

Assigned to me

- #19 Development of a Quantitative PCR Assay for Measuring CS1 Fibronectin Messenger RNA
Type: Poster Abstract
Score: Reject
- #20 Plants in Space: Does Lignification and Microgravity Interact to Impact Photosynthesis?
Type: Oral Abstract
Score: 25

Review Resources
Handbook

have been assigned to you is available under the “Reviews” tab.

Select an abstract to begin the review.

STEP 2:

Read the abstract body of each abstract carefully and review each abstract based on the criterion below:

(i) Demonstration of Scientific Problem

The abstract demonstrates the scientific problem and contains the required components:

- Hypothesis, objective or statement of problem under investigation
- Experimental methods/methodology used
- Results in summary form (even if preliminary)
- Conclusion

(ii) Quality of Written Content

The quality of the written content is commendable and is free of multiple errors, such as:

- Grammatical
- Typographical
- Punctuation

STEP 3:

Using the criteria outlined above, determine if the abstract should be **Accepted into the conference** (has all the required components and few/no errors) or **Rejected from the conference** (is missing a major component and/or is full of errors).

STEP 4 (POSTER):

If a poster abstract is **Accepted**, select “1 (accept)” from the drop down score list on the bottom of the page. If an abstract is **Rejected**, select “2 (reject)” from the drop down score list and select the justification(s) from the provided list. If you score a “2 (reject)”, you must select at least one of the reject score justifications.

STEP 4 (ORAL): FOR ABSTRACTS SUBMITTED FOR ORAL PRESENTATION ONLY

Below the Abstract Body, there is a “Scoring” section with 5 blank boxes for you to score 5 criterions (validity of scientific project, originality and innovation, approach to problem solving, organization and clarity, and conciseness).

SCORING

Please give each of the criterions below a score based on the following scale:
1=poor 2=below average 3=average 4=above average 5=excellent

The average of these five scores will display as your final score in the “score” box on the main page. To reject an abstract (missing major components or is full of errors) enter 0 in all 5 boxes and select one or more reject criterion listed below.

Validity of Scientific Project: <i>(max 5 points)</i>	Score:	<input type="text" value="5"/>
Originality and Innovation: <i>(max 5 points)</i>	Score:	<input type="text" value="5"/>
Approach to Problem Solving: <i>(max 5 points)</i>	Score:	<input type="text" value="5"/>
Organization and Clarity: <i>(max 5 points)</i>	Score:	<input type="text" value="5"/>
Conciseness: <i>(max 5 points)</i>	Score:	<input type="text" value="3"/>

Total Score: 23

Reject Reason (if applicable)

- 1. No Hypothesis, Objective or Statement of Problem
- 2. No Experimental Methods Used
- 3. No Summary Form of Essential Results
- 4. No Conclusion
- 5. Contains Multiple Grammatical Errors
- 6. Duplicate Abstract
- 7. Insufficient Data Presented

Comments (including recommended new discipline):

SAVE AND CONTINUE

If an abstract should be **Rejected from the conference** based on step 4, enter 0 in all 5 boxes and select the reject score justification reason(s). Then click the “Save Scores” button on the bottom of the page.

If an abstract should be **Accepted into the conference** based on step 4, score each of the 5 criterions on the following scale (1-poor, 2-below average, 3-average, 4-above average and 5-excellent). Oral abstracts should be critiqued competitively.

Step 5:

The “Comments” box should be used to describe any abstract that was especially outstanding (i.e. innovative research, exceptionally well-written, etc.), or any concerns you might have about an abstract. ABRCMS consists of [12 scientific disciplines](#). The students were asked to self-select the discipline that best fit their research. If you feel their research fits better with a different discipline, please indicate this in this box as well. If the correct discipline was selected, no comment is needed.

Please note students do not receive your comments during the abstract review process. Comments in the comment fields should be directed to ABRCMS staff.

Click the “Save Scores” button on the bottom of the page. Once you click the “Save Score” button, the 5 scores will be averaged and will appear next to “Total Score”.

There is no submit button. When you save the scores, it automatically submits the scores to the database.

Note: At any time, you can click “Edit/View Scores” under the “Standard Options” located in the left hand column to view a summary of your scores.