

Author Instructions for 2018 CANP meeting

Overall:

All submissions must be in English. Either unknown cases or abstracts may be submitted. All papers will be for platform presentation style, posters will not be accepted.

Format for Abstracts:

See enclosure as an example.

Title: **Bold** type

Names of authors *italicized*, followed by name of institution in regular type in parenthesis.

Preferred text style is 12 pt font size, Times New Roman; do not set margins.

Length: 250 words maximum, including titles, authors, and affiliations.

Under the abstract please list learning objectives, as described below.

Learning Objectives:

In keeping with RCPSC guidelines for CME/CPD events, learning objectives should:

- a) be written from the perspective of the learner
- b) clearly state what the learner will know or be able to do as a result of the session using an action verb
- c) be written to enable evaluation of achievement by the planners and participants.

Authors are referred to the following for more information about appropriate learning objectives:

<http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-creating-learning-objectives-e>

Disclosure of Conflict of Interest

In keeping with the 2007 CMA Guidelines for Physicians in Interaction with Industry, as adopted at the CANP 2013 Annual Business Meeting, individual presenters must disclose to the participants at their CME/CPD events any financial affiliations with manufacturers of products mentioned at the event or with manufacturers of competing products.

<http://policybase.cma.ca/dbtw-wpd/Policypdf/PD08-01.pdf>

The enclosed *CANP Disclosure of Conflict of Interest form* must be completed by all corresponding authors, facilitators of scientific sessions, invited speakers and members of the Scientific Planning Committee. Please return completed forms to the Office of the Secretary-Treasurer.

Copyright

1. Copyright transfer agreement: The copyright of accepted CANP abstracts will be transferred to the Canadian Journal of Neurological Sciences. Abstract author(s) need to sign the enclosed *Cambridge University Press Copyright Transfer form JCT.12.2*, to allow publication of abstracts in the CJNS after the meeting. Please return the completed form to the office of the Secretary-Treasurer.
2. Presenters are reminded that they are responsible for citing sources and copyrighted materials appropriately.

Format for Case Histories:

Names of authors *italicized*, followed by name of institution in regular type in parenthesis.

Preferred text style is 12 pt font size, Times New Roman; do not set margins.

Length: 250 words maximum, including titles, authors, and affiliations.

Under separate subheadings state: Clinical Summary (which should convey key points without being overly long or disclosing the diagnosis), Material Submitted (including stain of histological preparation), Question(s) (to focus discussion of the case). See enclosure as an example. On a separate page, list your diagnosis and two or three pertinent references.

Submission of Material:

Material for unknown case presentations may include histologic sections and/or macroscopic and/or radiologic images.

Histologic sections can be submitted as individual glass slides to be scanned and viewed online OR previously scanned virtual slides ready to be viewed online OR 100 Prepared glass slides, ready for distribution.

Submission of Virtual Slides:

Due to the potential large size of these images, the best way to submit virtual slides is either to mail a copy on DVD or USB drive, or to provide a link to a downloadable version (e.g. via DropBox).

Virtual slides may be submitted in Aperio or NDPI format.

Submission of Glass Slides:

Size: 7.5 x 2.5 cm (3 x 1 inches)

Number: 100 slides, ready for distribution, OR individual glass slides to be scanned and viewed online.

Shipping: Send in two containers using a “double-box” procedure with the inner container insulated by packing material from the outer container to avert breakage. Do not insure.

For submissions from outside Canada, state on customs declaration form:

“Glass Slides – Educational Material – No Commercial Value”.

Electronic Submission:

Abstracts and case histories are to be submitted in an easily readable and convertible digital format, preferably by e-mail, to: julia.keith@sunnybrook.ca

Address For Mailing:

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Deadline for receipt of submissions: August 17th, 2018

CHECKLIST FOR CASE AND ABSTRACT SUBMISSIONS

Is the submission laid out in the approved format?

Are the abstracts shorter than 250 words, including title, authors and affiliations?

Are electronic submissions in easily readable and convertible digital formats?

Have you provided learning objectives? Are they in the format recommended by the Royal College? <http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-creating-learning-objectives-e>

Have you signed the CANP Disclosure of Conflict of Interest form?

Have you signed the copyright transfer for abstracts (NOT necessary for case histories)?

Has the deadline of August 24th, 2018 passed?

Unknown Cases and Scientific Abstracts are for Platform Presentation.