# PHARMACY FUTURES POSTER ABSTRACT SUBMISSION INSTRUCTIONS

Thank you for your interest in presenting a poster. This document contains detailed instructions on formatting your abstract, developing content for your abstract, and other pertinent information. **Read this document in its entirety.** Failure to follow the instructions provided in this document could result in your abstract not being selected for presentation.

## SUBMISSION DEADLINE: March 13, 2026, at 11:59 p.m. (Pacific)

Abstracts must be complete and submitted by this date; no new submissions or edits will be accepted after this deadline. ASHP will not edit abstracts. Incomplete abstracts will be deleted from the system after this deadline.

**Note**: Encore presentations of works presented at other in-person national conferences will not be accepted. However, encore presentations of works presented at a national virtual conference, state society conference, or conference outside the U.S. will be permissible.

## GETTING STARTED

### LOGIN – EMAIL ADDRESS & ACCESS KEY

To submit an abstract, you must create an account profile which includes your contact information, mailing address, and your access key.

- Do not delete or alter the email address that is shown on your profile.
- It is imperative that this email address is a working email address that is not spam-protected. If you have spam protection, you may not receive our emails.
- Your email address and the access key you create will be used as your login information for the poster abstract submission site.
- The email that is used for logging into the poster abstract submission site must belong to the **primary author** – not an assistant or colleague.
- Submitters/primary authors can have more than one submission.

### PRIMARY AUTHOR

The person entering the information online is considered *the* primary author as well as the primary presenter. The primary author's name will *automatically* appear first on the citation and the abstract. **The primary author is responsible for verifying that all co-authors are aware of the content of the abstract and support the data, as well as completing any required institutional authorization for publication and presentation**. Be sure that the submitter is the Primary Author.

**POSTER ABSTRACT TITLE**

Be sure your title accurately and concisely reflects the abstract content.

**IMPORTANT: Put the abstract title in the title field only. DO NOT include the title in any other field**.

Format your title as follows:

- **Title case format only.**
- NO proprietary (brand) names in the title.
- Use capitalized letters only for acronyms or proper nouns (e.g., countries, etc.).
- **Do not use** "A," "An," or "The" as the first word in the title.

**Title Format Examples**

**Incorrect:** IMPLEMENTATION OF COMPUTERIZED PRESCRIBER ORDER ENTRY (CPOE) IN A SURGICAL UNIT: ONE YEAR LATER

**Incorrect**: implementation of computerized prescriber order entry (CPOE) in a surgical unit: One year later.

**CORRECT:** Implementation of Computerized Prescriber Order Entry (CPOE) in a Surgical Unit: One Year Later

## ONLINE SUBMISSION PROCESS

The online submission process consists of nine (9) tasks. All nine (9) tasks must be completed by the primary author to submit a poster abstract.

### Task 1: ABSTRACT

Enter your poster abstract content details.

**ABSTRACT CONTENT MUST:**

- ✓ Be supported by **scientific merit**. Methodology is consistent with sound research design; study designed in a manner likely to answer the research questions; research questions aligned with proposed data collection and conclusion.
- ✓ **Exhibit a balanced presentation**. Abstracts must be non-promotional in nature and free of commercial bias. Abstracts written in a manner that promotes a company, service or product will not be accepted.
- ✓ Support a topic of **relevance** and **importance** to our attendees.

**ABSTRACT FORMAT:**

- **Correctly** format your title.
- **Word Limits:** Your entire abstract should be approximately 400–625 words (note: This is exclusive of the 25-word poster abstract title limit).
  - **Case Reports**: Up to 625 words
  - **Evaluative Study** or **Descriptive Reports**:
    - Purpose – 100 words or less
    - Methods – 225 words or less
    - Results – 200 words or less
    - Conclusion – 100 words or less
  - **Research-in-Progress**:
    - Purpose – 100 words or less
    - Methods – 525 words or less
- **DO NOT** use special functions such as tabs, underlines, trademarks, superscript, subscript, bold, or italics.
- Use standard abbreviations.
- **DO NOT include** the title, authors, graphs, tables, or illustrations in your abstract.
- Spell out all pharmaceutical **acronyms**.
- **Abstracts in outline form will be rejected**.

### Task 2: PRIMARY AUTHOR

To complete this task, click on the Primary Author's name to update the required fields. Click the **Continue** button to save your changes. Click the **Save Primary Author** button to move to the next task.

**Remember:**

- Do not use ALL CAPS
- Include a period after your middle initial
- Add degrees in the credentials field only; Do not place degrees in the "Last Name" field

### TASK 3: CO-AUTHORS

Each submission may have up to **five (5) authors**, the primary author and **four (4) additional authors**. It is the responsibility of the primary author to ensure all authors are included and in the order they will appear on the abstract, citation, and on the poster display. The primary author is welcome to include more than five (5) authors on the actual poster presentation. **ASHP will not add "forgotten" authors or make changes to the order of the authors.**

### TASK 4: FINANCIAL RELATIONSHIP DISCLOSURE

**Disclosure** – Only the primary author will complete the potential conflict of interest information on behalf of all authors.

- Review the disclosure standards
- Disclose any of the authors' financial relationships
- Type your name to certify the information is accurate and move to the next task.

### TASK 5: INSTITUTIONAL RESEARCH BOARD (IRB)

Provide IRB information (if applicable). If not applicable, respond "no" to question 1.

### TASK 6: CONFLICT OF INTEREST AGREEMENT

Read and check off that you agree to the conflict of interest terms, then type in your full name.

### TASK 7: SCHEDULING ACKNOWLEDGMENT

Read and check off that you acknowledge the poster session schedule and agree to be available for the timeslot selected if your abstract is accepted, then type in your full name.

### Task 8: OUP/AJHP PLAGARISM POLICY AFFIRMATION

The primary author must affirm that they have read the plagiarism policy.

- Read and check off that you affirm that you have read and agree to the OUP/AJHP plagiarism policy, then type in your full name.

### TASK 9: PRIMARY AUTHOR AFFIRMATION

**Affirmation of Content** – The primary author must affirm the content of the submission on behalf of all authors listed on the abstract. The affirmation indicates that all co-authors are aware of the content and support the data as well as that an author, preferably the primary author, will present the poster during the time assigned if the abstract submission is accepted. **This abstract has NOT been presented or published previously.** ***Exceptions are those presented at a virtual national conference, state society meeting, or an international meeting held outside the U.S.***

- Type your name to affirm that you agree to the author affirmation statement.

## PUBLICATION INFORMATION

All accepted abstracts will be published as part of an online-only supplement to the *American Journal of Health System Pharmacy (AJHP)*. *AJHP* is part of the Oxford University Press (OUP) academic research platform, which includes over 500 peer-reviewed journals.

**Plagiarism:** OUP journals, including *AJHP*, evaluate submissions on the understanding that they are the original work of the author(s). We expect that references made in a manuscript or article to another person's work or idea will be credited appropriately. Re-use of text, data, figures, or images without appropriate acknowledgment or permission is considered plagiarism, as is the paraphrasing of text, concepts, and ideas. All allegations of plagiarism are investigated thoroughly and in accordance with COPE guidelines. In addition, AJHP uses plagiarism detection software to selectively screen submitted content for originality. If plagiarism is detected, your abstract will not be considered for publication. If such issues arise after publication, we may issue a correction or retract the abstract as needed. The editors also reserve the right to notify the authors' institutions about any detected plagiarism, whether it occurs before or after publication.

**Author/presenter approvals:** All presenters listed on a poster abstract must provide their explicit approval before the abstract is submitted for presentation or publication. The submitting presenter/author is responsible for ensuring that all co-presenters/co-authors have reviewed and agreed to the final version of the abstract prior to submission.

**Copyright and citation information** – The copyright resides with the authors of each abstract, allowing them to reuse their work while preventing commercial reuse without permission. Authors may reuse the abstract and citation information (e.g., title, author name, publication dates) for non-commercial purposes any time after July 16, 2026. This includes sharing on social media platforms such as Facebook, blogs, and X, provided that, where possible, a link is included back to the Pharmacy Futures abstracts on the AJHP website (https://academic.oup.com/ajhp). The link should include the Digital Object Identifier (DOI) which can be found in the published abstract online. Please note that all 2026 Pharmacy Futures Meeting abstracts will be compiled under one DOI.

**Manuscript Development** – Authors retain the ability to develop and submit full manuscripts based on the Abstract to any publication of their choosing.

## CONFIRMATION & PROPOSAL ID NUMBER

After all the submission tasks are completed (shown with a green check mark), you **must** save your submission before you can submit it by clicking the save submission button. Click the Submit button to submit the abstract. *The submit button **must** be clicked, or your poster abstract will not be submitted.*
You will automatically receive an email confirmation with your submission details. Please save it for your records.
**Proposal ID Number:** Your ID number will appear on the screen with the list of completed tasks and in your email confirmation.

### Incomplete Submissions

Incomplete submissions will be deleted from our online system (***i.e., missing required elements, etc.***).

### NOTIFICATIONS

- Email notifications indicating that poster abstracts have been accepted or rejected will be sent after April 15.
- All correspondence including confirmations, reminders, and accept/reject notifications will be sent to the **primary author's email address only**. It is the primary author's responsibility to notify the co-authors of the status of the submission.
- Notification emails will come from posters@ashp.org.

## MEETING REGISTRATION and CANCELLATIONS

### MEETING REGISTRATION

Presenting a poster at our meeting is a voluntary effort and ASHP cannot pay expenses for your participation. If your submission is accepted, you are responsible for your own meeting registration fee and travel. All presenters must be registered for the meeting, at least for the day of your poster presentation.

### WITHDRAWALS/CANCELLATIONS

Written notification is required for all submission withdrawals/cancellations. Only the primary author may withdraw a submission. Send your withdrawal request to: posters@ashp.org. Please include your full name, presentation title, and proposal ID number in all correspondence.
If you withdraw after receiving your acceptance notice, we cannot guarantee that your presentation citation and/or abstract will not appear in print, on the ASHP website, or in other print or electronic media.

## CONTACT INFORMATION

If you have any questions regarding your submission, please send an email to posters@ashp.org. Include your name, title of submission, and your abstract submission number. ASHP will provide information to the primary author only.

Thank you for your interest in presenting a poster at ASHP Pharmacy Futures 2026.