

**Mid-Atlantic Athletic Trainers' Association
Free Communications Program**

Mid-Atlantic Athletic Trainers' Association Annual Symposium
Virginia Beach, VA
May 19-21, 2017

DEADLINE FOR ABSTRACT SUBMISSION IS FRIDAY, FEBRUARY 24, 2017

MAATA ABSTRACT SUBMISSION PROCESS

The MAATA is expanding the research program at the 2017 symposium to maximize the opportunity to advance the discovery, dissemination, and the application of scientific knowledge in the athletic training domains through both written and oral forum. The research forum at the MAATA will include both oral and poster presentations. Specific information:

1. Any abstract accepted by the NATA-REF for presentation at the 2017 NATA Annual Conference and Symposium in Houston, TX will automatically be accepted for presentation at the MAATA symposium. (Please keep in mind that research presented at the MAATA is also eligible to be presented at the NATA Conference in June). We encourage the dissemination of this research to our entire membership.
2. Authors need to submit a copy of the abstract and the NATA-REF acceptance letter (only one abstract as lead author may be submitted per NATA member).
3. Alternatively, abstracts not submitted and/or reviewed by the NATA-REF may be submitted directly to the MAATA and will undergo the normal blind peer-review process of the MAATA.
4. Presentations will be given in either oral or poster format.
5. 1- BOC CEU's are awarded to the primary presenter; 5 for the secondary authors. Selected abstracts will be published in the Conference proceedings.
6. Members of the NATA from any district may submit to and participate in the program.
7. Abstracts transferred from the student program will only be considered for a poster presentation.
8. All abstracts submitted must follow the format used by the NATA-REF for Peer-reviewed track. See specific instructions below or go to : www.natafoundation.org or <http://natafoundation.org/free-communications/peer-reviewed-track-instructions>

NATA-REF PEER-REVIEWED ABSTRACT FORMAT

1. Prepare your abstract (on your computer) in accordance with the following instructions.
2. Top, bottom, right, and left margins of the body of the abstract (in WORD file) should be set at 1" using the standard 8.5" x 11" format. Use either Arial or Helvetica 12pt. font with single spacing. Provide the title of the paper or project starting at the top left margin.
3. On the next line, indent 3 spaces and provide the names of all the authors, with the author who will make the presentation listed first. Enter the last name, then initials (without periods), followed by a comma, and continue the same format for all secondary authors (if any), ending with a colon.
4. On the same line following the colon, indicate the name of the institution (including the city and state) where the research was conducted. If primary author is not at the institution where the work was completed place an * after their name and following the institution where the research was conducted the primary author can indicate their present institution (including the city and state). For collaborative projects where portions of the project were conducted at different institutions, list all authors as described above (#3), then list institutional affiliations using the following consecutive symbols (*,+, etc.)
5. Double space and begin entering the body of the abstract flush left in a single paragraph with no indentions. **The text of the body must be structured** (with the headings as indicated in the various formats). Do not justify the right margin. Do not include tables or figures. **The body of the abstract for Original Research is limited to 450 words. The body of the abstract for a Clinical Case Report is limited to 600 words.** A word count generated by MS Word must be included at the bottom of the abstract. The word count should include the body of the abstract and structured headings.
6. The required formats for the structured abstracts are listed below. For further clarification, authors should consult the AMA Manual of Style 9th edition.
7. Abstracts fall into one of the following 5 categories; the author is responsible for determining the most applicable category for structuring their abstract: **Basic Research, Qualitative Research, Survey Research, Meta-Analysis Research** or **Clinical Case Report**. (Must include in the cover letter)

INSTRUCTIONS FOR ABSTRACT SUBMISSION: (please pay attention to the following submission guidelines)

1. All abstracts and NATA-REF acceptance letters must be submitted electronically (no hard copies)
2. A cover letter is required to be submitted with **ALL** abstracts/acceptance letters. Please include the following contact information for the presenter:
 - a. Name
 - b. Mailing address
 - c. Phone
 - d. Fax
 - e. Email Address
 - f. Title of the abstract
 - g. Type of research – (Basic Research, Qualitative Research, Survey Research, Meta-Analysis Research, or Clinical Case Report)

When submitting an abstract accepted by the NATA-REF:

1. The NATA-REF acceptance letter, cover letter, and a copy of the accepted abstract must be submitted electronically to: Jenahhoneycutt@gmail.com
2. Full Abstract – use your last name. REFcover, MAATA
(**ex. Honeycutt-REFabstract-MAATA.doc**)
3. Cover letter – use your last name, REFcover, MAATA
(**ex. Honeycutt – REFcover-MAATA.doc**)
4. NATA-REF acceptance letter – use your last name, REFletter, MAATA
(**ex. Honeycutt-REFletter-MAATA.doc**)

When submitting an original abstract (not reviewed/accepted by the NATA-REF):

1. A blinded abstract, complete abstract and the cover letter must be submitted electronically to: Jenahhoneycutt@gmail.com
Submit your (3) files with titles as follows:

Full Abstract – use your last name, abstract, MAATA
(**ex. Honeycutt-abstract-MAATA.doc**)

Blind copy – use your last name, blind, MAATA
(ex. Honeycutt-blind-MAATA.doc)

Cover letter – use your last name, cover, MAATA
(ex. Honeycutt-cover-MAATA.doc)

Abstracts and NATA-REF Letters WILL NOT Be Accepted After February 24, 2017

Final Notification Regarding Abstracts will be made no later than March 24, 2017.

For more information, contact:

Jena Hansen-Honeycutt, MS, LAT, ATC, PES

Jenahhoeycutt@gmail.com

© 360.303.6430