

## Submission of Manuscripts and Abstracts

All residents are both encouraged and expected to write articles for publication in journals and to make presentations to Otolaryngology meetings. Any such contributions to the scientific literature by resident must, however, be submitted for approval by a full-time faculty member and the Chairman PRIOR to submission of the final manuscript to any journal. The name of the journal to whom the manuscript is being submitted must be indicated. This must be done whether the resident is the sole author or has co-authors.

Residents who plan to present papers or posters at scientific meetings must submit the final abstract to the Chairman and Residency Director PRIOR to submission for presentation. The abstract must be accompanied by the appropriate "Abstract Submission Approval" form, a copy of which can be found on the next page, and which is also available from the Residency Coordinator. Abstracts cannot be submitted without such prior departmental approval.

These policies are in no way intended to discourage resident submission of abstracts and papers. Rather, they are intended to ensure that all scientific contributions from residents have had the benefits of review by individuals who have had experience with the process, thereby enhancing the likelihood of acceptance by journals and meetings.