

**Instructions for Conducting Abstract Reviews**

1. Visit <https://catalyst.omnipress.com> and log in.
2. You will see Submissions that are ready to be reviewed under "REVIEWS," on the right-hand side. Click the title of each submission to review it.
3. You will see Abstract information to read over. Depending on submission type, you will see either an overview for a proposed symposium or the components of a full abstract
4. Once you are done reading the abstract, rate the abstract according to each criterion below by using the dropdowns to score along this scale: 0=not apparent, 1-weak, 2=moderate, 3-strong
	1. **Significance** to community health nursing education and practice (Of interest to our audience? Implications stated or suggested?) **\*if rating is “0” or “1”, rate the rest of the criteria as “0”**
	2. **Quality** of description of subject matter (Well written and organized? Style and appearance adequate? For research study abstract: formatted to include introduction, aims, methods, results, and conclusion?)
	3. **Clarity** and cohesiveness of abstract (Rationale sound? Conclusions logical?)
	4. **Creativity** of approach / Originality of subject (Novelty of concept or application?)
	5. **Relevance** to conference theme (*Building a Vibrant Path to Population Health - Emerging Trends and Opportunities*)
5. Click **Save** as needed or after each step, as you complete your review.
6. Select what you find to be the abstract’s focus (options are Education, Practice, Research, Health Policy, Other) from the dropdown menu to aid the selection and scheduling committee
7. Select which conference objective you think the abstract falls under:

*Objective 1. Examine the role and scope of practice of the population health focused nurse in addressing national and global health goals and objectives.*

*Objective 2. Explore innovative educational models or programs that address population health competencies through active and experiential learning.*

*Objective 3. Identify opportunities for partnering with nontraditional agencies to look at health promotion and disease prevention where people live, work and play.*

*Objective 4. Describe community/public health nursing practice that address current and emerging population health issues and trends, such as the opioid epidemic and rise in preventable infectious disease in the U.S. and globally.*

*Objective 5. Discuss emerging issues and trends in community/public health nursing education, such as increased use of technology/informatics, emphasis on interprofessional education, rise in online teaching platforms, and evolving curriculum.*

*\*ACHNE Core Values:*

* *Collaborative partnerships*
* *Evidence-based practice*
* *Excellence in education*
* *Inclusiveness*
* *Leadership development*
* *Professional development*
* *Research and scholarship*
1. Enter a recommendation of accept or do not accept, and click **Save** as needed.
2. Please leave any written comments that may be helpful for the selection committee in the “Confidential Comments” box.
3. Click **Submit** when you are finished to submit your review.
4. Once you do this last step, it will take you back to your Dashboard where you can click on the next submission to review.

**Additional Important Instructions:**

* Please use the “Conflict of Interest” checkbox if you find an abstract you are not able to objectively review.
* Only those abstracts which have been assigned to you by your site Administrator are available to you for review and scoring.
* The sidebar menu REVIEWS located on the left side of the frame is where all “Submitted” reviews will live. If you need to update a review, click “**View**” next to the submission title to re-open it. Click “**Edit**” at the bottom of the window, update your review and click “**Submit**” again when finished.