

# **ABSTRACT SUBMISSION GUIDELINES**

**Abstract Submission Deadline: 4 June 2018, 11:59 GMT**

## **TERMS & CONDITIONS**

The submission of an abstract affirms that all authors named in the abstract have agreed to its submission for presentation at the Northeastern Section of the AUA and will be published in the Canadian Urological Association Journal (CUAJ) exactly as submitted.

It is the responsibility of the submitting author to ensure the abstract is in perfect order with no errors in spelling or grammar, as revisions will not be accepted. Abstracts will not be corrected.

At the time of submission of the abstract, the data on which the abstract is based should not be published, either in print or online.

Accepted abstracts may be captured and such audiovisual material will be used as deemed appropriate. To submit your abstract, you will be required to complete a non-exclusive license agreement.

Submission of an abstract constitutes the author's commitment to present the abstract as accepted. Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the author/presenter.

Submitted abstracts are graded individually by peer reviewers based on scientific merit and originality. The total number of abstracts allowed to be presented by the same author is five (5). Abstracts must be written in English and, if accepted, presented in English.

The Northeastern Section-AUA Program Committee will determine the format of the presentation. Accepted abstracts are assigned to be presented in a moderated poster or video session.

# ABSTRACT SUBMISSION GUIDELINES

**ABSTRACT CATEGORIES:** Authors must select a category from the below.

## PAPER ABSTRACT SUBMISSION CATEGORIES

Best Practices and Benign Disease

Basic Science

Oncology: Prostate

Oncology: Bladder, Renal, Test

Education, Laparoscopy, Robotics and Surgical Innovation

Female Urology/Incontinence

Infertility/Impotence/General Urology

Pediatrics

Trauma

## PREPARATION OF ABSTRACTS

**1. Size:** The size of the abstract is limited to 2,280 characters, not including spaces. This includes title, body of abstract, tables and graphics. Tables are calculated at 250 characters. Graphics are calculated at 225 characters per graphic.

**2. Title:** The title should clearly define the topic and contain no abbreviations. The title should not be in all capital letters.

**3. Authors:** List the primary author's full name, followed by the other authors' names. Completely spell out the names of all authors using full first name, middle initial and last name. (Please maintain consistency in authors' names on multiple abstracts to avoid duplication in the Author Index.) However the authors' names appear in the system is how they will appear online and in the published program and Journal.

**4. Presenting Author:** If the author(s) of the abstract is an employee(s) of or has a financial relationship with the commercial interest which controls the content of the presentation, he/she cannot be the presenting author. However, principal investigators responsible for research and development are permitted to present as long as they resolve their COI and as long as they are not employees of the commercial interest. In all printed publications, the presenting author will be denoted with an asterisk. Please list the presenting author first in the author list and classify them as such in the dropdown menu.

## ABSTRACT SUBMISSION GUIDELINES

**5. Body of Abstract:** The abstract should be informative and detailed. However your abstract appears online during the submission process is how it will appear in the printer Journal and online.

- ***The body must contain four separate paragraphs:*** a) Introduction and Objective, b) Methods, c) Results and d) Conclusions.
- It is NOT acceptable to state that "The results will be discussed." Inclusion of specific data is helpful to the reviewers.
- Indicate the major new findings of the study.
- Standard abbreviations may be used as follows: for the first use, spell out the full term and then follow with the abbreviation in parentheses each time thereafter.
- Graphs and / or tables may be used; characters in graphs and tables are counted towards the overall character limit of the abstract. Please include as attachments.
- Proprietary names of drugs are not allowed; generic names must be used.

**6. Source of Funding:** Grant support must be indicated on the "Source of Funding" page. If there is no support, "None" must be listed. This is a required field in the submission process. *Abstracts deemed to be purely for marketing purposes will not be accepted.*

**7. Conflict of Interest and Disclosure Statement:** All authors must disclose conflicts of interest. The electronic submission process will not allow abstracts to be submitted without this information being completed for each author listed on the abstract.

**8. Keywords:** Authors must select up to three (3) keyword entries from the provided Keyword Index that best describes the subject of the abstract.

**9. Topic List:** Authors must select a category from the provided list.

## INSTRUCTIONS FOR SUBMISSION

All abstracts must be submitted online via the Northeastern Section submission site platform.

To submit a paper abstract, please visit the "Abstracts" website. New users will be asked to join and create an account. Once you have created an account, you will receive an email confirmation containing your password. Previous users can log on to the system with their credentials. Please use **one valid email** for all submissions. You may submit multiple abstracts in the same profile. Please do not create multiple accounts. Please ensure that your email and name is correctly spelled.

Upon logging in, you will be directed to the Dashboard. Here, you will be able to edit your information, view existing submissions, and complete your COI and other necessary action items or tasks. To enter new abstract submissions, select "*Click Here to Submit a New Abstract*" and

## **ABSTRACT SUBMISSION GUIDELINES**

review the instructions. You will then see a complete list of tasks necessary to submit the abstract; please complete all of the tasks. To edit an existing abstract, click on the title of an existing abstract. Once all tasks are completed, you will be able to preview and submit.

Once you have successfully submitted your abstract, you will receive a submission abstract ID number. You will also receive a confirmation email when your submission is complete.