

# **Abstract Submission Specifics**

#### GENERAL

- All abstracts submissions must include the following parts:
  - o Purpose
  - o Material and Methods
  - o Results
  - Conclusions

#### ABSTRACT TITLE

• The abstract title should adequately convey the content of the abstract and should be entered using Proper Case. Please avoid use of abbreviations and do not exceed 120 characters, including spaces.

#### AUTHOR AND AFFILIATION INFORMATION

- The authors in the author list should be listed in the order that they should appear in program materials if the abstract is selected for poster presentation and/or online publication.
- List the complete name including a full first name, middle initials, last name, and credentials for each author
- Author institution and contact information is required for submission, but will not be included in the author list, or body of the abstract.
- An author's name may appear on multiple abstracts, but if possible, they should appear exactly the same to assist with indexing of the abstracts.

### REFERENCES

• References are optional. Please limit references to the 10 most pertinent citations.

## **Abstract Submission Style Guidelines**

In order to expedite the publication process of accepted abstract submissions, we ask that submitters use a consistent style when imputing the text portion of submissions. Please follow these style guidelines for consistency of text. The final abstract length cannot exceed 2,500 characters total.

- Style please follow AMA.
- Numbers it is not required that numbers are spelled out except at the beginning of a title or sentence. When numbers are combined with letters please be consistent in the style used throughout the abstract. Example: for carbon dioxide do not use CO2 and CO2 within the same submission.
- Letter Number Combinations Use a hyphen unless the combination designates a chemical formula, such as CO2 or H20. Example: H-2 blockers.
- Upper vs Lower Case In some abbreviations lowercase letters are combined with upper case letters, as in tissue plasminogen activator (tPA). Please be consistent in the use of abbreviations do not use both tPA and TPA.
- Spacing Please be consistent in the spacing used for abbreviations. Example: do not use both mm Hg and mmHg
- Isotopes Please be consistent in the use of isotopes Example: do not use both Yttrium-90, and Y90
- Greek Letters maybe abbreviated or spelled out but do not use both within the same submission Example: alpha-fetoprotein or α- fetoprotein, but not both
- Units of Time Preferably spelled out in titles and running text. Same for all the other time units Thus, "'years" and "y," "months" and "mo," "days" and "d," "minutes" and "min," "seconds" and "s" (not both "s" and "sec")
- Percent Use the symbol (%), not the word "percent" after a number and repeat symbol in ranges (eg, 10%-20%, rather than 10-20%)
- Drug Names Generic name first and in lowercase (unless at the beginning of a sentence), with the brand name following in parentheses, in initial cap. Example: duloxetine (Cymbalta)
- Corporate Mentions The first mention of a device or piece of equipment should be followed by the manufacturer's name, city, and state in parentheses at first mention. Example: LightSpeed VC Unit (GE Healthcare, Milwaukee, Wisconsin).
- Eponyms Per in-house style, the possessive is not used. Examples: Alzheimer, not Alzheimer's disease, Edinger-Westphal nucleus, not Edinger-Westphal's nucleus, etc.
- Designators Per AMA, capitalize "Table" and "Figure," but use lower-case all other designators unless they appear in a title, head, or at the beginning of a sentence, (eg, case, chapter, group, level, page, part, phase, patient, section, side, version, etc.)