SITC 30th ANNIVERSARY ANNUAL MEETING
LATE-BREAKING ABSTRACT SUBMISSION GUIDELINES

Please read this entire page before beginning your submission. It is suggested that you print a copy for reference while creating your submission.

Abstracts cannot be withdrawn after the submission deadline.

Technical questions or problems with the system should be directed to the Cadmium Support Team, available Monday through Friday, 9:00 am – 6:00 pm EDT. Click on "Technical Support" for contact options.

Abstract Submission Guidelines
General
- All abstracts must be submitted in one of the specified topic areas listed below.
- All abstracts must be in English. Spelling within any one abstract should be US English or UK English, but not a mixture.
- In most cases, Greek letters and other special characters will transfer from your word processing software via copy and paste functions. If you are unable to reproduce a particular special character, type out the name of the symbol in full.
- SI units should be used throughout (liter and molar are permitted, however.)
- Any late-breaking abstracts chosen for oral presentation will present on Friday or Saturday of the 30th Anniversary Annual Meeting. All abstracts accepted for poster presentation, regardless of category, will be displayed in the poster hall Thursday, November 5 through Saturday, November 7. Exact poster presentation times will be announced in late summer.

Authors and Institutions
- Authors MUST be listed in the correct order. The order in which authors are entered will be the order in which they appear in the author block.
- Each author MUST indicate at least one institution affiliation. Affiliations should include department, institute, town and country.

Abstract Body
- Enter the title exactly as it should appear. Do not put the title in quotes or underline it. Use sentence case.
- Type the text unjustified without hyphenating words at line breaks.
- Use single line spacing. Use hard returns only to end headings and paragraphs.
- The abstract body is limited to 400 words, including any references, acknowledgements and trial registration.
- Abbreviations should be used as sparingly as possible and should be defined when first used.
- Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:
    Mouse Tumor Biology Database
    [http://tumor.informatics.jax.org/cancer_links.html]
- In structured abstracts, paragraph headings should be typed in bold with no colon at the end. Each heading should be in a separate paragraph.
- Brief acknowledgements may be included and should be placed after 'Conclusions' and before 'References'.
- Please review the Clinical Trials in Progress category guidelines prior to submitting to that category

- o Abstracts related to randomized controlled clinical trials (RCTs) should include the trial registry along with the unique identifying number. Trial registers that currently meet the publisher's requirements can be found at http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/ . Trial registration information should be included before 'References'.
- All references should be cited/called out consecutively in the text, using numbers in square brackets. Journal abbreviations should follow MEDLINE standards. References should be laid out at the end of the abstract. Examples:

  1. Lastname A, Lastname B, Lastname C: **Title of journal article.** Journal Medline abbreviation year, **vol:**first page-last page.

  2. Lastname E: **Title of book chapter.** In Name of Book. Volume 2. 2nd edition. Edited by Lastname F. Place: Publisher; year first page-last page.
- The submitting author is responsible for assuring that the abstract adheres to the above guidelines.

Tables, Figures and Images

- Tables, figures and images must be numbered (e.g. Table 1). You may include an optional title and legend. If included, the title and legend text must form part of the text file and not the figure file. Tables, figures and images must be cited/called out in the text.
- Tables should not be created with tabs or submitted as graphical items.
- Figures must be supplied electronically at 300 dpi minimum (600 dpi preferred). Each figure must be inserted as a single, composite file (parts must not be separate graphical units). Do not include figures with embedded hyperlinks.

Submission Categories

- A list of all categories can be found at www.sitcancer.org/2015/abstracts/categories

Guidelines for Authors

The author submitting a late-breaking abstract to the SITC 30th Anniversary Annual Meeting must agree to the following:

- Serve as the contact for all correspondence about the abstract and inform co-authors about its status
- Confirm all authors are aware of and agree to the content and data presented in the abstract
- Verify the abstract is accurate and that permission has been obtained from all relevant parties
- Verify the data presented in the abstract has not been published prior to November 3, 2015, or if previously published contains significant new data
- Agree that the abstract submitted to the SITC 30th Anniversary Annual Meeting is embargoed until **8:00 am EST on November 3, 2015**
- Agree that, if accepted, the noted presenting author or a co-author will present the abstract at the SITC 30th Anniversary Annual Meeting