



## 2020 ABA ABSTRACT ACCEPTANCE, SUBMISSION and PRESENTATION GUIDELINES

**Deadline for Submission: October 1, 2019**

### ACCEPTANCE

1. If your abstract is accepted, Lead Authors are expected to present it in person at the time allotted. No shows will be noted, and authors may be excluded from presenting at future meetings.
2. **Provisional** acceptance will be announced in November. Acceptance is contingent upon registration to the 52nd ABA Annual Meeting. Anyone not registered for the ABA Annual Meeting by **December 16, 2019** will have their acceptance withdrawn. No shows will be excluded from presenting at future meetings.
3. Acceptance letters will be emailed to the presenting author in **November 2019**. Please be sure to include the email address of the lead author when you submit your abstract. It is the responsibility of the presenting author to notify additional authors of abstract acceptance.

### DISQUALIFICATION

Automatic **Disqualification** will occur in the following circumstances:

1. Disclosures not submitted for ALL authors by **October 1, 2019**. You will not be able to submit your abstract if the disclosures task hasn't been completed.
2. Author names, organizations or other identifying information is included in the title or body of the abstract. **Abstracts must not identify your institution, university, state, province, or country, or any product trade names.**
3. Educational materials that are part of a CME activity, such as slides, abstracts and handouts, that **CONTAIN** any advertising, corporate logo, trade name, or a product-group message of an ACCME defined commercial interest\*.
4. Note educational materials should not contain any advertising, corporate log, trade name, or a product-group message of an ACCME defined commercial interest.

\*Click here to review [ACCME defined commercial interest](#).

### SUBMISSION

No revisions to abstracts (i.e. additions or deletions of author names, changes to text or data) will be permitted after the **October 1, 2019** submission deadline.

#### Abstract Title:

1. An abstract must have a short, specific title, which clearly defines the content of the paper.
2. It cannot include author names, organizations, trade names for drugs or devices.

#### Author Name(s):

1. An author's name may appear on multiple abstracts.

2. If an author's name appears on more than one abstract, it must be identical on each abstract.
3. Additions or deletions of author names will not be permitted after the submission site closes on **October 1, 2019**.
4. The submitting author is responsible for ensuring that all co-authors have submitted their disclosures. In the system, you will have an option to invite authors and this will send them an email to submit a disclosure. You will be able to log back in and see if any have not complete the disclosure. You will not be able to submit the abstract as final **until** all co-authors have completed their disclosures.

#### Abstract Data:

1. The American Burn Association's Annual Meeting is a forum for the presentation of best original work in the field of burn care. Thus, the work covered by the abstract must not have been previously submitted or accepted for publication or presentation at national meetings prior to the 52nd Annual Meeting.
2. The combined length of the abstract body, title, and table may not exceed 2,500 characters. A character includes letters, numbers, and punctuation. The online submitter will not accept abstracts that exceed this character limit.
3. Authors should not "split" data to create several abstracts from one. If splitting is judged to have occurred, such abstracts may be accepted as ONE presentation. Authors will be asked to submit all the data as one presentation.
4. Proofread abstracts carefully to avoid errors before submission.
5. The format for the abstract should be as follows: Introduction, Methods, Results, Conclusions, Applicability of Research to Practice, External Funding. All labels will automatically appear in bolded font. All fields are required.
6. Do not include author names, organizations or other identifying information in the title or body of the abstract.
7. Do not begin sentences with numerals.
8. Do not include title, authors, references in the body of the abstract.
9. Generic names should be used. If a trade name must be used, include trade names from multiple companies rather than a single company's trade name.
10. If you **copy and paste your abstract from an existing document**, you **must** check all special characters after you do so.

#### Images & Tables:

1. Be aware that if you insert a table or image, it will be scaled down to 3.25" wide. Please make sure that the information in your table or image is legible at this width.
2. Human images (eyes, ears, etc..) need to be blocked of any identifying information.

#### Abstract Withdrawal:

1. Requests for withdrawal of an abstract must be received in writing by **December 16, 2019** to avoid publication.

#### Abstract Revisions:

1. After the **October 1, 2019** deadline, abstracts may not be revised in any way or resubmitted.
2. Additions or deletions of author names will not be permitted after **October 1, 2018**.  
Proofread abstracts carefully to avoid errors before submission.

ABA Award Consideration:

1. For accepted abstracts, authors indicating award consideration will be required to submit a completed manuscript online through the [Journal of Burn Care and Research](#).
2. The deadline to submit manuscripts for award consideration is **January 15, 2020**.
3. If your abstract is selected for an award Lead Authors are expected to be present to receive the award at the meeting.
4. Information on available awards can be found on the Awards tab of the abstract submission site or the ABA website <http://ameriburn.org/who-we-are/awards/>

**PRESENTATION**

1. Abstracts are selected on the basis of scientific merit and are allocated to oral or poster presentations. You are asked to indicate podium, poster or no preference under the presentation preference header on the additional information page. Selecting "poster" will neither prejudice acceptance nor guarantee a poster presentation because abstracts must be arranged to fit into a thematic group for presentation. However, the ABA will make every effort to accommodate your presentation request.
2. Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter. Presenters are required to register to attend the Annual Meeting.
3. If your abstract is accepted as one of the top papers, you will be expected to submit a manuscript to the **Journal of Burn Care & Research prior to the meeting. Lead Authors will be expected to attend the meeting and present your paper in person. If this is not possible please alert the ABA of a replacement presenter.**
4. The ABA reserves the right to all video or audio recordings of presentations at the Annual Meeting.