2019 ABA ABSTRACT
ACCEPTANCE, SUBMISSION and PRESENTATION GUIDELINES

Deadline for Submission: October 1, 2018

ACCEPTANCE

1. If your abstract is accepted, Lead Authors are <u>expected to present</u> 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 51st ABA Annual Meeting. Anyone not registered for the ABA Annual Meeting by **December 31, 2018** will have their acceptance withdrawn. Non-attendees will be censored from presenting at future meetings.
3. Acceptance letters will be emailed to the presenting author in **November 2018**. 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, 2018**.
2. Author names, organizations or other identifying information is included in the title or body of the abstract.
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*.
    a. Note educational materials <u>should not</u> contain any advertising, corporate log, trade name, or a product-group message of a 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, 2018** 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, 2018**.
4. The submitting author is responsible for ensuring that all co-authors have submitted their disclosures located on the ABA website **http://ameriburn.org/education/continuing-education/.** Any abstracts submitted without current disclosures by all authors in the author string will not be reviewed.

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 <u>must not</u> have been previously submitted or accepted for publication at <u>national meetings</u> prior to the 51st 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.

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 **November 30, 2018** to avoid publication.

Abstract Revisions:
1. After the **October 1, 2018** 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 22, 2019**.
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 "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 5 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 central office and of a replacement presenter.**
4. The ABA reserves the right to all video or audio recordings of presentations at the Annual Meeting.

FREQUENTLY ASKED QUESTIONS

1. **On the screens with the special character blocks, I can't see all of the instructions or the text I'm entering without constantly scrolling left, right and up and down. This is very frustrating. What can I do?**
   a. You may need to reset your screen resolution. For Windows XP users:
      i. Click on "Start" at the bottom of your screen.
      ii. Click on "Control Panel".
      iii. Click on "Display" and then select the "Settings" tab at the top of the "folder".
      iv. Find the "Screen Resolution" block at the bottom, left-hand side of the screen. Make a note of the numbers at the bottom of the block. Then, click, hold and drag the slider bar tab to the far.
      v. Close all of the above windows and return to your submission. If you wish to reset your display after you finish your submission, simply repeat the steps above, dragging the slider bar to the left into its original position.

      For Mac users:
   b. Choose "Monitors & Sound" from "Control Panels" in the Apple menu at the to p-left corner of the screen. Select "Monitor"
   c. Select a new resolution that is higher than what your monitor had been set to.

2. **I began my abstract, but when I returned to the site, the information was missing.**
   a. You must select the "Save and Continue" button at the bottom of each form/page. When using any web-based application, you must update the data that you enter before leaving the application in order to save it. Selecting the "Save and Continue" button will automatically move you to the next step in the submission process.

3. **Without actually counting each keystroke, how can I be certain that I haven't entered more than the maximum number of words for my abstract submission?**
   a. The maximum number of characters allowed is 2,500. The number of characters that you used will be displayed on the Abstract Body page, as well as on the Abstract Summary page.

4. **May I cut/copy and paste my abstract text from a word processor into the web submission system?**
   a. Yes, you may cut/copy and paste your abstract text into the text box on the Body page of the web submission system. This web submission system also allows you to "upload" an existing file of the body of your abstract.
   b. To upload an abstract, create and save the text of your abstract in a word processing system before you begin the submission process. The file should contain only the text of the body of the abstract. The abstract title, author name(s), institutions, etc. must be entered on their own separate screen. If your text includes special characters such as diacriticals, super- or subscripts, or Greek characters, you must confirm and repair any missing characters before you submit your abstract by following instructions on the palette of special characters available on the Title entry screen. If your uploaded abstract contains authors names or any other identifying information, your abstract will be disqualified.

5. **On a printout of my abstract, my title is repeated.**
   a. You have entered your title in the title field and also at the beginning of your abstract. You need to revise your abstract body text and remove the title. Please proof your abstract carefully before you submit.

6. **What is the deadline for abstract submissions?**
   a. Abstracts submitted online must be received by **October 1, 2018** at noon CT. You will not be able to access the online submitter after this time.

7. **What does the abstract counter count?**
   a. The abstract counter counts any character entered into the Title, Abstract Body, Table, and Graphic. The number of characters counted for a graphic or a table is 250 characters each.

8. **I want to include a table in my abstract. How do I indicate where the table should be placed?**
   a. The table will be placed directly below the abstract text.

9. **The submission deadline is close, and the system seems slow. Why?**
   a. We anticipate that our servers will be experiencing their heaviest traffic closer to the deadline. Please submit early to avoid the possibility of frustrating delays. If you experience unreasonable delays, please contact the Customer Service Team using the information below.

10. **Can I make revisions to a completed abstract prior to October 1, 2018?**
    a. Yes, you may return to the submitter site and edit you abstract until the deadline, October 1, 2018. No editing will be permitted after the deadline.

11. **I am interested in the Awards. Where can I find information concerning these awards?**
    a. Information regarding the awards is available on the Award Information tab in the abstract submission site and on the ABA website.

If you cannot find an answer to your question in this list, contact:

ABA Customer Service Team
Phone: (217) 398-1792
Email: support@abstractsonline.com