

# **ABSTRACT SUBMISSION GUIDELINES**

## **6th Annual Academic Surgical Congress**

**Huntington Beach, CA**  
**February 1-3, 2011**

This document contains complete instructions for submitting an Abstract for the 6th Annual Academic Surgical Congress (ASC) using the ASC on-line Abstract Submission System ([www.academicsurgicalcongress.org/abstracts](http://www.academicsurgicalcongress.org/abstracts)).

Abstracts will only be accepted via electronic submission. Submitted abstracts should be organized into the preformatted headings: Introduction, Methods, Results and Conclusions in order to convey, the purpose(s) of the scientific work, and the clinical or scientific significance of the project.

### **USING THE ON-LINE SUBMISSION SYSTEM**

Before starting the on-line Abstract Submission please:

- READ ALL OF THE INSTRUCTIONS - Instructions are available on the main abstract submission site, and when you log in by selecting the [Submission Guidelines](#) link.
- Have all of your AUTHOR information, including their proper credentials, email addresses, and organizational affiliations.
- Have the AAS and SUS membership status of all authors.
- Have your TITLE and ABSTRACT body prepared and formatted correctly in a Microsoft Word Doc (RTF format).
- PREPARE YOUR GRAPHICS FILE (if needed) - You will upload the graphic file. Only JPG, JPEG, GIF or TIFF formats will be accepted. See instructions under Item 6 below.
- Have all information on CONFLICTS OF INTEREST that pertain to the research being submitted.

### **CREATE A LOG-ON ACCOUNT**

The ASC Abstract Submission System will guide you through creation of an account. You will use your email address as the username. You will select a password.

#### **Note:**

All official correspondence from the ASC will be sent to the person creating this account through the email address provided. The primary and senior authors will be emailed with confirmation of the submission and the final decision from the ASC. However, they will not be considered the main point-of-contact or person responsible for all communications with the ASC. The person creating this account will be the responsible person.

Once an account has been created, this will be used for all Abstract Submissions, Reviews, and Deletions. Please keep your password secure.

Once you have created an account, you will be able to logout and log back in to manage your abstracts.

### **SUBMISSION STEPS**

- Click "Start New ASC Abstract Submission"
- If you are submitting an SUS New Member Poster, click "Start SUS New Member Poster Presentation Submission".

## 1. Title

- Make it short and specific. The body of the abstract should follow logically from the title.
- Abstract titles need to be submitted in a Title Case format, capitalizing the first letter of each word. For example: "Insulin Regulates the Efficacy of Nitric Oxide in Type 1 Diabetes", except where science-specific lowercase letters need to be used. This system will attempt to validate and correct your title format entry. If the system makes a mistake in the conversion, you will have the ability to correct those in later steps.
- Special Characters may be pasted in.
- We highly encourage you to paste your title from a MS Word file format (rich text format).
- Titles are limited to 300 characters including spaces.
- ABSTRACTS SUBMITTED WHICH ARE NOT IN THIS FORMAT WILL NOT BE CONSIDERED.

## 2. Abstract Type/Area/Keywords

- Select the Type of abstract: Basic Science, Clinical/Outcomes, or Education
- Select the broad Topic Area: Cardiothoracic, Clinical Trials, Education, Emerging Technology, Gastrointestinal/Nutrition, Oncology, Pediatrics/Developmental Biology, Transplant/Immunology, Trauma/Critical Care, or Vascular
- Select at least one Keyword from the drop down menus
- Select the Presentation Preference. Note: All abstracts submitted will be considered for either full Oral or Quick Shot (3min) presentations. In addition, abstracts chosen for full oral presentations will be considered for presentation in one of the two Plenary Sessions based on abstract scores. Abstract scoring will be performed in a blinded fashion by a joint AAS/SUS Program Committee. All oral sessions will be fully integrated (combined AAS and SUS parallel sessions), with the exception of the two plenary sessions which will remain separate. For this reason, please indicate which Plenary Session, if any, you'd like to be considered for.

## 3. Affiliation List

- Enter the unique affiliations for your author list. You do not need to enter the same institution twice. You will be able to select from this list when entering full author details in the next Step.


## 4. Authors

- Enter the *Primary Author* details first. The *Primary Author* is defined as the individual who will be making the presentation at the ASC. The *Senior Author* is the individual who is responsible for overseeing the work being presented. For each author, you will need the following information: first name, middle initial, last name, degree, affiliation, email address, primary phone, mobile phone, primary fax, gender, ethnicity, age, rank, and membership status.
- After completing the Primary Author information, select "Save & Add Addn'l Author" at the bottom of the page to add Additional Authors or the Senior Author. If there is only one author, click "Save & Go to Step 5"
- You have the ability to re-order the authorship order by clicking the link "Manage Authors" at the top of the page. Additional authors may be reordered on this page. *Primary* and *Senior* authors cannot be reordered, since they are required. To change Primary or Senior Author designations, click 'Edit' and change the designation or name for the Primary or Senior author. The system will then automatically reorder them into the correct spot.

## 5. Off-label Use and Conflict of Interest

- You must specify if you will be discussing the unlabeled use(s) of a commercial product in this educational activity. If yes, then you must indicate the product and describe the unlabeled use. You must also disclose this information during your presentation and describe how you will do this in 450 characters or less.
- Since you may be in a position to control the content of this educational activity you must disclose whether or not YOU OR ANY OF THE AUTHORS have a conflict of interest. Conflict of interest disclosure identifies the presence or absence of any potentially biasing relationship of a financial, professional, or personal nature. A perceived conflict of interest would occur, for example, if you have, or a member of your family has, within the past 12 months, received a salary, royalty, speaking honorarium, research appointment, board of directors remuneration, or consulting fee from an organization whose product or service will be discussed at the Academic Surgical Congress or if you or a family member own stock in such a company. Conflict of interest would also occur if you have any potential to benefit personally or professionally from the presentation (i.e., work for a proprietary company presenting the learning activity, have written a book about the topic, provide consulting services related to the topic, etc.).
- Only report conflict of interests as it pertains TO THE ABSTRACT BEING SUBMITTED TO THE ACADEMIC SURGICAL CONGRESS. Do not include conflicts of interest that are irrelevant to the abstract being submitted to the ASC.
- If a conflict exists, please indicate the author it pertains to, the company name, a brief description of the conflict, the commercial entity that is the conflict, and what was received.
- If a conflict exists, you must read the PESI, LLC, and Society of University Surgeon's Conflict of Resolution Policy that is available on the Abstract Submission Site (you will be prompted to read this if you report a conflict) and check all corresponding boxes as it pertains to the conflict and this policy.

## 6. Abstract Body

- **Abstracts** are limited to **3000 characters including spaces**
- Special Characters may be entered using the Special Character (Ω) button.
- We highly encourage you to paste your abstract sections from a Microsoft (MS) Word file format.
- Text should be entered into the corresponding pre-formatted boxes for Introduction, Methods, Results, and Conclusions.
- **PLEASE DO NOT:**
  - Show title or author information in the Abstract.
  - Show department or institution information in the Abstract.
  - Acknowledge research grant support in the Abstract.
  - Use capitals, highlighting, bolding or underlining for emphasis within the Abstract body.
- **Tables and Graphics:** There is only **one** table and **one** graphic allowed per submitted abstract. 225 characters will be deducted from the 3,000 total characters allowed for your Abstract for each table and each graphic added.
- Instructions for creating a **Table:**
  - Click the  icon, and designate your table size
  - Paste a table in from MS Word
  - Paste a table in from MS Excel
  - Row/Column headers may be placed at your discretion

- ALL table cells and text must be in black, white, or grayscale
- You can format table, row, column or cells by right-clicking over the cell and choosing Properties
- ALL tables will be decreased to a 3-inch column size, so please use discretion in choosing the number of columns and volume of printed text
- Alternatively, you can create a 'graphic' of your own system's table, and upload that graphic in the following section.
- Instructions for uploading a **Graphic**:
  - File format must be .jpg, .jpeg, .gif, or .tiff ONLY
  - Image width must be less than 1000 pixels wide (3 inches at 300 dpi) AND less than 10 megabytes
  - Images will be printed in grayscale, so you may wish to convert your image to see how it will present prior to upload

## 7. Preview

- You will have the opportunity to preview the abstract exactly how it will appear to the program committee. If you find errors, you can go back to step 6 and edit the abstract, table, or graphic.

## 8. Awards

There are a number of awards given by the AAS for best abstract in a number of categories.

### **Best Overall Abstract**

The highest scored abstract submitted by a full member of the AAS will receive this award. To be eligible for this award, a faculty member must be the primary or senior author AND be an Active Member of the AAS in good standing. The AAS faculty award winner will receive a certificate and a paid trip to present his/her work at the annual Surgical Research Society of Australasia (SRS) meeting, held in the fall of each year in either Australia or New Zealand.

### **AAS Outstanding Resident Research Award**

Residents who submit the top scored abstract for basic science, clinical, and education research (i.e., total of 3 awards) will receive this award and will present their work in the AAS plenary session. The 3 award winners will receive a certificate and a cash prize of \$500. To be eligible for this award, the resident must: 1) be the first author/presenter, 2) be in a surgery residency program, and 3) submit the manuscript to the Journal of Surgical Research by January 7, 2011. Potential recipients of this award will be notified in October 2010, prior to the manuscript submission deadline.

### **AAS Outstanding Medical Student Award**

Medical students who submit the top 10 scored abstracts will be selected to present their work in the Medical Student Quick Shot Session, during which time the award winner will be selected. Note, the abstract may also be selected for a full oral presentation in one of the parallel sessions, depending on the score the abstract receives. The award winner will receive a certificate and a cash prize of \$250. To be eligible for this award, the medical student must be the first author/presenter of the work.

### **Best Overall Manuscript**

The winner of this award will receive a certificate and a cash prize of \$500. To be eligible for this award, the manuscript must be submitted to the Journal of Surgical

Research by January 7, 2011, and either the first or senior author must be an AAS member in good standing.

**Best Manuscript by an AAS New Member**

The winner of this award will receive a certificate and a cash prize of \$500. To be eligible for this award, the manuscript must be submitted to the Journal of Surgical Research by January 7, 2011, AND the AAS new member must be either the first or senior author. New members are individuals who have joined the AAS within the last 2 years (i.e., after July 2008).

**Best Oral Presentation by an AAS New Member**

The winner of this award will be selected from the top 10 scored abstracts that are presented in the Oral sessions. The winner of this award will receive a certificate and a cash prize of \$250. To be eligible for this award, the AAS new member must be either the first or senior author. New members are individuals who have joined the AAS within the last 2 years (i.e., after July 2008).

**Best Quick Shot Presentation by an AAS New Member**

The winner of this award will be selected from the top 10 scored abstracts that are presented in the Quick Shot sessions. The winner of this award will receive a certificate and a cash prize of \$250. To be eligible for this award, the AAS new member must be either the first or senior author. New members are individuals who have joined the AAS within the last 2 years (i.e., after July 2008).

All abstracts submitted to the ASC will be considered for each award for which the abstract meets criteria. If you do NOT want your abstract considered for an award, please email Melina R. Kibbe, MD, Recorder for the AAS at [mkibbe@nmh.org](mailto:mkibbe@nmh.org) to notify her to remove your abstract from award consideration.

In order for the AAS to determine award eligibility, please answer the following questions:

- Is the first author/presenter a resident in a surgery program who would like to be considered for the AAS Outstanding Resident Research Award? Select Yes or No
- Is the first/presenting author a medical student who would like to be considered for the AAS Outstanding Medical Student Award? Select Yes or No
- Is the first or senior author a new AAS member (i.e., joined AAS as a candidate or active member July 2008 or after)? Select Yes or No
- Is the first or senior author an active full member (not candidate) of the AAS in good standing? Select Yes or No

**9. ASC Dual Presentation/Publication Policy**

**Items at risk for dual presentation/publication:**

Any abstract/data that has been presented at a National or International English language meeting or published in an English language journal prior to the annual ASC meeting and is presented at the annual ASC meeting will be considered a dual presentation or publication. Presentations at the local, state, or regional level and meetings that do not publish in English language journals are exempt. Presentations in

languages other than English are exempt.

**Items under consideration for presentation at the ASC annual meeting:**

Items submitted to the ASC for consideration for presentation at the annual ASC meeting shall not be published in an English language journal before the annual ASC meeting. Furthermore, at the time of abstract submission to the ASC, the data shall not be under review for publication in a peer-review English language journal.

**Penalty for dual publication:**

Both the submitter and the senior author will be barred from submitting abstracts/data to the ASC for 3 years. The department chair of the submitter and senior author will be notified by letter.

**Due Process**

The officers of the ASC will review the case and render a decision within 3 months of the discovered dual publication. The submitter and/or senior author may appeal the decision to the ASC within 90 days of notification. The ASC will complete the process within 6 months following initiation of the appeal.

- Checking the box certifies that you have read and understand the Dual Submission Presentation/Publication Policy of the ASC.

**10. Final Review**

- This final review of your abstract will be your last chance to modify the abstract before the judging committee has access to it.
- Please review carefully, changes are NOT allowed after you Submit as COMPLETED.
- When you are ready to submit, click the "Submit as COMPLETED" button at the bottom of this page to confirm your submission. After you click on this button, a confirmation e-mail of the submission will be automatically sent to the person entering the abstract information (the responsible person) and to the *Primary* and *Senior* authors.

**SYSTEM AVAILABILITY**

- The Abstract Submission System will be open 24 hours each day from July 2 – Aug 16, 2011.
- **The abstract submission site will close on August 16, 2010 at 11:59 pm EST.**
- All abstracts must be received prior to this date and time. Be aware that system usage can be heavy in the last few hours of the abstract submission deadline.

**WHO TO CONTACT WHEN PROBLEMS OCCUR**

- Questions about Abstract Content, Format, Category, Awards, etc, contact:
  - AAS Recorder Melina R. Kibbe, MD at [mkibbe@nmh.org](mailto:mkibbe@nmh.org) or
  - SUS Publications Chair Dev Desai, MD at [Dev.Desai@UTSouthwestern.edu](mailto:Dev.Desai@UTSouthwestern.edu)
- Questions about or problems with the on-line ASC Abstract Submission Site, contact:
  - Technical support at [asc-abstracts@caduceuswebs.net](mailto:asc-abstracts@caduceuswebs.net)
  - Or call 800.560.8896
- Technical support staff will respond to your email inquiries in the order received, and will usually be able to solve your problem within 24 hours.