



## Abstract Submission Instructions

### A. Authors and Institutions

#### All authors

- Please use English characters when entering names and eliminate non-English characters such as tildes (e.g., São Paulo) and umlauts (e.g., Götz).
- Do not include title, degrees, or suffix for any of the authors.

#### Primary Author

- List the complete name, including first name and initials. Multiple first names should be placed in the "First Name" field of the Primary Author section.
- Enter the last name ONLY in the "Last Name" field of the Primary Author section. Do not include any title, degrees, or suffix in this field (e.g., MD, MSBB, Professor, Doctor, etc.).

#### Additional Authors

- Enter additional authors into the Additional Authors section using the following format: First Name, Last Name, Work Affiliation.

### B. Title (20 word *maximum*)

#### Do

- Limit your title to **20 words or less**.
- Capitalize the **first letter of all major words** in the title.  
**Example:**  
**No** THERE ARE MANY HEALTHY OPTIONS FOR BREAKFAST  
**Yes** There are Many Healthy Options for Breakfast
- If the title contains more than one statement, use only one space after a period or colon.
- Use a comma for number 1,000 and above.
- Substitute a colon for a dash/hyphen when using two statements.  
**Example:**  
**No** The Correlation Between Heart Disease and Diet - Case Presentations from Leading Experts  
**Yes** The Correlation Between Heart Disease and Diet : Case Presentations from Leading Experts
- Hyphenate the first prefix word when there is more than one prefix word used.  
**Example:**  
**No** Non Anti-inflammatory  
**Yes** Non-Anti-Inflammatory

#### Do NOT

- Do NOT Use abbreviations in the title.
- Do NOT End the title with a period.
- Do NOT Use quotation marks in a title.
- Do NOT Bold, italicize, underline, superscript or subscript any items in the title.
- Do NOT Include authors in the title. If you enter authors in the title, they will be removed.

- Do NOT Include institutions in the title. If you enter institutions in the title, they will be removed.

## C. Categories

Submit an abstract in ONE of the below categories:

1. **Clinical Case Challenge** (patient case presentation)
2. **Scientific Abstracts**
  - Basic Science in Cardio-Oncology (fundamental or bench research)
  - Translational Science in Cardio-Oncology (translating basic science to potential treatment)
  - Clinical Science in Cardio-Oncology (collection of evidence to establish treatment)
3. **Professional Development Abstracts**
  - Training and Education in Cardio-Oncology (training curriculum or best practices)
  - ACC Cardio-Oncology Section Activities (member activities and outreach)
  - Feature Your Cardio-Oncology Clinical Program (establishment and expansion of program)

## D. Abstract Body (350 word *maximum*)

When submitting a CLINICAL CASE CHALLENGE, it must contain the following sections:

- A. Background: In an initial paragraph, provide relevant information regarding the background of the case, preferably in no more than one or two sentences.
- B. Patient History: Include relevant details about the patient's history.
- A. Exams and Imaging: Summarize any exam and imaging findings.
- B. Treatment Plan: Explain the recommended treatment or management plan.
- C. Patient Outcomes: Describe the patient's outcome or status.
- D. Clinical Implications: In one sentence, state the main clinical implications (or significance) of the case.

When submitting a SCIENTIFIC abstract, it must contain the following sections:

- A. Background: In an initial paragraph, provide relevant information regarding the background and purpose of the study, preferably in no more than one or two sentences.
- B. Methods: Briefly state the methods used.
- C. Results: Summarize the results in sufficient detail to support conclusions.
- D. Conclusion: State the conclusions reached. It is not satisfactory to state "the results will be discussed."
- E. Clinical Implications: In one sentence, state the main clinical implications (or significance) of your study.

When submitting a PROFESSIONAL DEVELOPMENT abstract, it must contain the following:

- A. Background: In an initial paragraph, provide relevant information regarding the background and purpose of activity/program, preferably in no more than one or two sentences.
- B. Activities or Curriculum: Describe activities or components of your program
- C. Results and Lessons Learned/Best Practices: Summarize the results in sufficient detail to support conclusions.
- D. Conclusion: State the conclusions reached. It is not satisfactory to state "the results will be discussed."

## Do

- You may use up to five unique abbreviations in the body of the abstract.
- The first time an abbreviation is used, spell out the complete phrase followed by the abbreviation in the parentheses the first time it is used.  
Example:  
**First time:** Transcatheter aortic valve replacement (TAVR)

**If used again: TAVR**

- Proofread carefully for factual, spelling, and size errors. If published, the abstract will appear EXACTLY as the online system confirmation shows.

**Do NOT**

- Do NOT include the title, authors, institutions in the abstract body. Instead, place them where indicated in other sections of the online system.

**E. Graphics and Tables**

**Tables**

- You may include 1 table in a separate file that you upload.
- Tables should have a file type of “gif,” “jpg,” or “jpeg.” Even though the abstract system may allow you to upload a graphic with a different file type, those graphics will not be reviewed or reproduced if the abstract is selected.

**Graphics**

- Graphics should be high resolution and have a file type of “gif,” “jpg,” or “jpeg.” Even though the abstract system may allow you to upload a graphic with a different file type, those graphics will not be reviewed or reproduced if the abstract is selected.
- Upload graphics or images as a separate attachment if you wish to include them with your abstract.
- Keep in mind that large and or complex graphics may not be readable in print or electronic formats.
- You may include up to 2 graphics in a separate file that you upload.