Young Scholar Abstract Submission Instructions

Thank you for your interest in submitting an abstract to ACC. 24 as an ACC Young Scholar. **To submit an abstract as a Young Scholar, you must be a member of the ACC Young Scholar program.** Click here for more information about the program and how to become a member. Please read the following instructions carefully.

Section 1 walks you through the submission process on the portal.
Section 2 has important information for you after your submission is complete.

SECTION 1: SUBMITTING YOUR ABSTRACT ON THE ACC PORTAL
Before you can being your submission, please contact Holly Santry (hsantry@acc.org) or Abby Cestoni (acestoni@acc.org) to start your submission.

Next, you can log into the ACC portal by clicking **here**. You will need to log in with your ACC username and password. When you log into the portal, you will see the submission that has been started for you.

To submit an abstract, you must have an ACC account. If you do not have an ACC account, you can create one for free by clicking here.

Tab 1: Title

- Abstract titles will be in all CAPS. The system will automatically convert all letters to caps after you click the "Save and Continue" button.
- Do NOT:
    - Bold, italicize, underline, superscript or subscript any items in the title.
    - Include authors or institutions in the title. If you do, they will be removed.
    - Use the "Enter" button in your title. This action will add hard returns, which are not allowed.
    - Use abbreviations unless they are commonly known.
    - End the title with a period.
    - Use a comma before "and" in a series.
    - Use quotation marks in a title.
- DO:
    - Use a comma for number 1,000 and above.
    - Substitute a colon for a dash/hyphen except when using prefixes.
    - Hyphenate the first prefix word when there is more than one prefix word used such as Non- Anti...

Tab 2: Category
Submit your abstract to one of the following categories, based on its area of research. Do your best to select the best category.

1. Electrophysiology: Basic and Translational Science
2. Electrophysiology: Pharmacology
3. Electrophysiology: Clinical Science

4. Electrophysiology: Population Science
5. Electrophysiology: Special Populations
6. Heart Failure and Cardiomyopathies: Basic and Translational Science
7. Heart Failure and Cardiomyopathies: Pharmacology
8. Heart Failure and Cardiomyopathies: Clinical Science
9. Heart Failure and Cardiomyopathies: Population Science
10. Heart Failure and Cardiomyopathies: Mechanical Support and Cardiac Transplantation
11. Heart Failure and Cardiomyopathies: Special Populations
12. Interventional and Structural: Basic and Translational Science
13. Interventional and Structural: Pharmacology
14. Interventional and Structural: Aortic Valve Interventions
15. Interventional and Structural: Endovascular Interventions
16. Interventional and Structural: Coronary Interventions
17. Interventional and Structural: Complex Coronary Interventions, including CTO
18. Interventional and Structural: Non-aortic valve structural heart disease
19. Interventional and Structural: Special Populations
20. Ischemic Heart Disease: Basic and Translational Science
21. Ischemic Heart Disease: Pharmacology
22. Ischemic Heart Disease: Clinical Science
23. Ischemic Heart Disease: Population Science
24. Ischemic Heart Disease: Special Populations
25. Multimodality Imaging: Basic and Translational Science
26. Multimodality Imaging: CT
27. Multimodality Imaging: Echo
28. Multimodality Imaging: MR
29. Multimodality Imaging: Nuclear
30. Multimodality Imaging: Other techniques
31. Multimodality Imaging: Clinical Science
32. Multimodality Imaging: Special Populations
33. Pediatric and Congenital Heart Disease: Basic and Translational Science
34. Pediatric and Congenital Heart Disease: Clinical and Population Science
35. Prevention and Health Promotion: Basic and Translational Science
36. Prevention and Health Promotion: Population Science
37. Prevention and Health Promotion: Diabetes and Cardiometabolic Disease
38. Prevention and Health Promotion: Lipids
39. Prevention and Health Promotion: Hypertension
40. Prevention and Health Promotion: Cardiac rehabilitation
41. Prevention and Health Promotion: Nutrition and Lifestyle
42. Prevention and Health Promotion: Special Populations
43. Pulmonary Vascular Disease: Basic and Translational Science

44. Pulmonary Vascular Disease: Pharmacology

45. Pulmonary Vascular Disease: Clinical and Population Science

46. Valvular Heart Disease: Basic and Translational Science

47. Valvular Heart Disease: Clinical Science

48. Valvular Heart Disease: Population Science

49. Valvular Heart Disease: Special Populations

50. Vascular Medicine: Basic and Translational Science

51. Vascular Medicine: Pharmacology

52. Vascular Medicine: Clinical Science

53. Vascular Medicine: Venous and Thromboembolic Disease

54. Vascular Medicine: Special Populations

55. Spotlight on Special Topics: Training and Lifelong Learning

56. Spotlight on Special Topics: Global Cardiovascular Health

57. Spotlight on Special Topics: Cardio-oncology

58. Spotlight on Special Topics: Cardio-obstetrics

59. Spotlight on Special Topics: Sports and Exercise

60. Spotlight on Special Topics: Innovation, Digital Health, and Technology

61. Spotlight on Special Topics: Critical Care Cardiology

Tab 3: Abstract Text

Body/Text:
- Abstracts MUST conform to specific size limits, or they will remain in an incomplete status and will not be reviewed.
- Your abstract may not contain more than 1,900 characters, **not including spaces.** A graphic, table or image equals 600 characters and is included as part of the 1,900-character limit.
- You may type the body of the abstract directly into the space provided for the abstract body. Upload graphics or images separately. If you paste text from another document (like a Word document), please paste as plain text.
- Do NOT place hard returns at the end of each line.
- You may use five unique abbreviations in the body of the abstract. Spell out the complete phrase followed by the abbreviation in parentheses the first time the abbreviation is used. Only commonly known abbreviations are allowed in the title of the abstract.
- Do not include the title in the abstract body. The title will be collected on the Title tab.
- Do not include authors and institutions in the abstract body. This data will be collected on the Author tab.
- The abstract must be presented in the following sequence, using the headings listed:
  - **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.
  - **Methods:** Briefly state the methods used.
  - **Results:** Summarize the results in sufficient detail to support the conclusions.
  - **Conclusion:** State the conclusions reached. It is not satisfactory to state "the results will be discussed."
- Please proofread carefully for factual, spelling, and size errors.

Adding An Image to Your Submission:

- On the **Abstract** tab, you can upload a picture, table and/or graph as an image.
- Each image must be saved as file type of "gif" or "jpeg." Even though the submission 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.
- **Each image equals 600 characters and is included as part of the 1,900-character limit.**
- Please keep in mind that large and/or complex graphics may not be readable in print or electronic formats.

Tab 4: Clinical Implications

Clinical Implications:

- In a couple of sentences, state the main clinical implications (or significance) of your study.
- This information may be used as discussion points in educational activities at ACC.24.
- This section does not count as part of the 1,900-character limit.

Tab 5: Author

- Up to 25 authors can be listed as part of an author block, including the submitter and the group name of an investigating team.
- To add an author to your author block, please try looking up the person by LAST NAME and/or EMAIL in the ACC database by using the "Add Author" link on the **Author** tab. There are additional instructions and helpful hints on finding your co-authors in our database on the portal.
- Use the author group field only for the name of an investigating team. This is typically something like "Investigators for Heart Health." Do not use the author group to list individual authors.
- The author order is the order that authors will be listed in meeting materials if the abstract is selected for presentation.
- If you need to change the first author, please contact Holly Santry (hsantry@acc.org) directly.

Tab 6: Institution Information/Lead Investigator

- Up to two institutions will be printed in your author block. These institutions are entered into the portal using the **Institution Information** tab.
- Please select the lead investigator for your abstract. This person must be part of your author block and can be the submitter.

Tab 8: Disclosures

- Only the disclosures of the presenting author and lead investigator are required for your abstract.
- All other co-authors do not need to fill out a disclosure.
- ACC staff will follow up with lead investigators to ensure their disclosure is completed prior to the Annual Meeting.

Tab 10: Review My Work/When Is A Submission Considered Complete?

- A submission is complete and ready for submission when, in the **Review My Work** tab, you see the words "This submission is complete."
- It is only submitted to reviewers after the deadline date. You may update or make changes to your abstract up until **1 PM ET on Thursday, October 12, 2023**.
- The date your submission was last edited may be found in the **Review My Work** tab next to the words "Current Date/Time." This will change each time there has been an alteration.
- From the **Review My Work** page, you can send yourself a confirmation of your submission and print a completed version of your submission.

SECTION 2: IMPORTANT INFORMATION AFTER YOUR SUBMISSION IS COMPLETE

Revising Your Submission

- Revisions to your submission can be made until 1 PM ET on Thursday, October 12, 2023.
- No changes will be accepted after this date, including, but not limited to, correcting typographical errors, adding or deleting authors, or uploading new charts.
- If any changes are made prior to the deadline, you must select "Review My Work" from the menu on the left.
- Make certain that you see the words "This submission is complete."

Disposition/Notification of Acceptance

- The presenting author will be emailed a notification with the status of the submission on Wednesday, January 3, 2024.

Changing Presenting Authors:

- If your abstract is selected for presentation, you may change the presenting author to any author listed on your abstract.
- You may not change the presenting author to someone who is not listed on your submission, and you may not add authors after the submission deadline.
- Presenting author changes can be made up until ACC.24.

Withdrawals

- To withdraw an abstract submission, written notification must be sent to hsantry@acc.org.
- This notification must include the title, authors and affiliations (as submitted), the control number, and the name, affiliation, phone, and e-mail of the submitter. We recommend using the summary page as part of this notification.