

# Cardiovascular Team Abstract Submission Instructions

Thank you for your interest in submitting a Cardiovascular Team (CVT) abstract to ACC.26. 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.

**Please note:** Only CV Team Members are eligible to submit to this category. Below is the full list of all professions within the CV Team. If you do not fall under one of these professions, please submit under our main abstract category.

## Eligible Professions

### Allied Health Professionals

- Cardiovascular Technologists (*Sonographers, Electrophysiology Specialists, Invasive Specialists, Vascular Specialists, Perfusionists*)
- Cardiovascular Rehabilitation Professionals (*Clinical Psychologists, Clinical Social Workers, Exercise Physiologists, Occupational Therapists, Physical Therapists, Registered Dietitians*)
- Genetic Counselors
- Registered Nurses

### APRNs, PAs and Clinical Pharmacists/Advanced Practice Providers (APPs)

- Clinical Nurse Specialists
- Clinical Pharmacists
- Nurse Practitioners
- PAs

## SECTION 1: SUBMITTING YOUR ABSTRACT ON THE ACC PORTAL

You can begin your abstract submission by visiting the ACC.26 site and clicking on the “Start Your Submission” button on the top right side of the page.

*To submit an abstract or case, you must have an ACC account. If you do not have an ACC account, you can create one for free using the “Create Free Account” link after you click the “Start Your Submission” button.*

### 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. Abstracts submitted to a category that do not match the subject matter of the abstract may be given a low score from reviewers.

- CVT Research
- CVT Pharmacy Resident Research

### Tab 3: Abstract Text

#### Body/Text:

- Abstracts must meet size limits to be reviewed. Incomplete submissions will not be considered.
- Limit: **1,900 characters (excluding spaces)**. Each graphic, table, or image counts as **600 characters** toward this limit.
- Type your abstract directly into the provided text boxes. Upload graphics/images separately. If you are pasting text, paste as **plain text** only.
- **Do not** insert hard returns at the end of lines.
- You may use up to **five unique abbreviations**. Spell out the term with the abbreviation in parentheses on first use.
- **Do not** include the title, authors, or institution in the abstract body. These are entered separately.
- Use the following structure with headings:
  - **Background:** One to two sentences on the purpose of the study.
  - **Methods:** Briefly describe the methods used.
  - **Results:** Key findings with enough detail to support conclusions.
  - **Conclusion:** State conclusions reached. Avoid vague phrases like “results will be discussed.”
- **Proofread carefully. Accepted abstracts will be published exactly as submitted.**

#### Adding An Image:

- On the **Abstract** tab, you can upload a picture, table and/or graph.
- Accepted file types: .jpeg only. Other formats may upload but will not be reviewed or published.
- **Each image equals 600 characters and is included as part of the 1,900-character limit.**
- Avoid large or complex graphics, as they may not display clearly.

**Tab 4: Cardiovascular Team Abstract Criteria**

- Confirm eligibility by ensuring that both the criteria are met:
  1. The first author is a non-physician Cardiovascular Team Member.
  2. The presenter is also a Cardiovascular Team Member.

If you do not meet both criteria, your abstract will be automatically rejected as a CVT submission. You can return to the portal. and submit your case under the Abstract submission type.

**Tab 5: Clinical Implications**

In 1-2 sentences, summarize the main clinical implications (or significance) of your study.

- This content may be used in educational sessions at ACC.26.
- It will not be published but will be visible to abstract reviewers.
- This section is not included in the 1,900 character limit.

**Tab 6: Presentation Preference**

- Please indicate your presentation preference if your abstract is accepted.
- Oral presentations are limited to a select number of high-impact studies.
- Select “Poster Presentation Only” if you prefer to not give an oral presentation.

**Tab 7: Author Information**

- You may list up to **25 authors**, including the submitter and any group name (e.g., “Heart Investigators”).
- To add an author, use the “**Add Author**” link and search by **last name** and/or **email** in the ACC database. **Note that all authors must have an ACC account to be added to the author block.**
- Use the **Author Group** field only for team names – not individual authors.
- **The order of authors entered will be the order shown in meeting materials if accepted.**

**Tab 8: Institution Information and Lead Investigator**

- You may list up to two institutions in your author block. Enter these on the Institution Information tab.
- Select a lead investigator for your abstract. This person must be listed as an author and may also be the submitter.

**Tab 9: Payment**

- A **non-refundable \$25 USD** processing fee is required per abstract, payable by credit card only.
- **Purchase orders, checks, and bank transfers are not accepted.**
- Your card will be charged when you click “**Save and Continue.**”
- **Click this button only once to avoid duplicate charges.**

**Tab 10: Review and Submission Completion**

- A submission is complete when the Review My Work tab displays: **“This submission is complete and will be sent to review.”**
- Submissions are sent to reviewers after the deadline. You may edit your abstract until **1 p.m. ET on Tuesday, Sept. 30, 2025.**
- The last edited date/time appears in the Review My Work tab and updates with each change.
- From the **Review My Work** page, you can also send yourself a confirmation email and print a final version of your submission.

**SECTION 2: IMPORTANT INFORMATION AFTER YOUR SUBMISSION IS COMPLETE****Revising Your Submission**

- You may revise your abstract until **1 p.m. ET on Tuesday, Sept. 30, 2025.**
- No changes will be accepted after the deadline—including edits to the text, authors, or uploaded files.
- After making changes, go to the **Review My Work** tab to confirm completion.
- Ensure it displays: **“This submission is complete and will be sent to review.”**

**Disposition/Notification of Acceptance**

- The presenting author will be emailed a notification with the status of the submission on **Monday, Dec. 15, 2025.**

**Changing Presenting Authors:**

- If your abstract is accepted, you may change the presenting author to anyone listed in your author block.
- You cannot add new authors or assign a presenting author who is not already listed.
- Presenting author changes can be made up until ACC.26.
- To have the change reflected in JACC, notify Ashley Truluck ([atruluck@acc.org](mailto:atruluck@acc.org)) by **Monday, Jan. 5, 2026.**

**Withdrawals**

- To withdraw an abstract submission, send written notice to Ashley Truluck ([atruluck@acc.org](mailto:atruluck@acc.org)). Be sure to include the abstract title and control number. *Tip: Use the summary page to assist with this.*
- To prevent your abstract from appearing in JACC, notify Ashley Truluck by **Tuesday, Jan. 27, 2026.** After this date, removal is not possible.