



## Abstract Submission Instructions

Thank you for your interest in submitting an abstract to Cardiovascular Summit. 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 THROUGH THE PORTAL

#### Tab 1: Title

- Click [here](#) to submit the abstract.
- **Deadline** for submission: **11:59 pm EST, Monday, December 4, 2023.** *Please Note: This deadline will **not** be extended.*
- 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 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.
- 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...
- For more information about title guidelines see the Style and Editing Guidelines at the end of this document.

#### Tab 2: Categories

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.

1. **High Value Care Delivery** (Operational/administrative initiatives to reduce costs/improve efficiency of CV care delivery)
2. **Quality Improvement** (Systematic actions leading to measurable improvement in the effectiveness of CV care delivery)
3. **Implementation Science** (Methods to promote or scale the adoption of best practices in CV care delivery)

#### 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 in the Title Section.
- Do not include authors and institutions in the abstract body. This data will be collected in the Author Section.
- 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. If accepted, the abstract will be published exactly as it appears on the online submission system confirmation page.**

#### Adding An Image to Your Submission:

- 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 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.
- 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/Presentation Preference

##### Clinical Implications:

- In a couple of sentences, state the main clinical implications (or significance) of your study.
- If your abstract is accepted, the clinical implications will not be published as part of your abstract. However, abstract reviewers will see it during the review process.
- This section does not count as part of the 1,900-character limit.

##### Participation Preference:

- If your abstract is accepted, please indicate whether you or one of your co-authors are planning on presenting in person at Cardiovascular Summit February 1-3, 2024.
- Please see the Abstract Policies and Procedures document for additional information.

#### Tab 5: Author

- For the submitting author, list the complete name including a full first name and initials. Multiple word first names should be placed in the “Submitting Author First Name” field.
- Indicate which category best applies to the submitting author: Physician; FIT/Early Career; CV Team Member.
- Do not include title, degrees, or suffix in the “Submitting Author Last Name” field.
- Enter additional authors into the “Additional Authors” field. Use the following format: First Name Last Name, First Name Last Name, etc.
- List author groups in the “Additional Authors” field only for the name of an investigating team or if there are more than 9 co-authors.
- The submitting author will be notified about the review outcome and selection process.



- The author order is the order that authors will be listed in publications if the abstract is selected for presentation.
- Up to 25 authors can be listed as part of an author block, including the submitter.
- If you need to change the first author, please contact Tom Guarino ([tguarino@acc.org](mailto:tguarino@acc.org)) directly.

#### Tab 6: Institution Information/Lead Investigator

- Up to two institutions will be printed in your author block.
- Please select the lead investigator for your abstract. This person must be part of your author block and can be the submitter.

#### Tab 7: 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 course.

## SECTION 2: IMPORTANT INFORMATION AFTER YOUR SUBMISSION IS COMPLETE

#### Disposition/Notification of Acceptance

- The presenting author will be emailed a notification with the status of the submission by January 5, 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 January 22, 2024.

#### Withdrawals

- To withdraw an abstract submission, written notification must be sent to [tguarino@acc.org](mailto:tguarino@acc.org). his notification must include the title, authors, and affiliations (as submitted), and the name, affiliation, phone, and e-mail of the submitter.