



## Abstract Submission Instructions

When submitting an abstract in this portal you will be asked to provide the following:

- A. Title
- B. Categories
- C. Authors and Institutions
- D. Abstract Body & Text: Background, Method, Results, Conclusion
- E. Figures & Tables

### General Do's and Don'ts

#### Do

- Follow all instructions for completing the submission. Be sure to structure the content into Background, Methods, Results and Conclusion sections.
- Carefully proofread your abstract for factual, spelling and size errors. If published, the abstract will appear EXACTLY as the online system confirmation shows.

#### Do NOT

- Forget to include the title in the box specified on the STEP 2 page of the portal

### A. 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.

## B. Categories

Submit an abstract to ONE of the below categories, based on area of research:

- Arrhythmias
- Echo-Imaging
- Coronary Artery Disease
- Heart Failure
- Prevention
- Valve

## C. Authors and Institutions

### All authors

- Please use English Characters when entering names and eliminate non-English characters such as tildes (eg., São Paulo) and umlauts (eg., 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 “Primary Author First Name” field.
- Enter the last name ONLY in the “Primary Author Last Name” field. Do not include any titles, degrees or suffix in this field (for example, MD, MSBB, Professor, Doctor, etc.)

### Additional Authors

- Enter additional authors into the “Add Co-Author” field using the following format: first name, last name, work Affiliation, etc.

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

The abstract must be written 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 conclusions.
- **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 Background, Methods, Results, or Conclusion. Instead, place them where indicated in other sections of the online system.

## E. Figures/Tables

### Clinical Implications

- In one sentence, state the main clinical implications (or significance) of your study.

### Tables

- You may include a 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.