Abstract Submission Instructions

When submitting an abstract, you will be asked to provide the following:
  A. Abstract Title
  B. Category
  C. Authors and Institutions
  D. Abstract Body & Text: Background, Methods, Results, Conclusion, and Clinical Implications
  E. Images & Tables

General Dos and Don'ts

Do

- Follow all instructions for completing the submission. Be sure to structure the content into Background, Methods, Results, Conclusion, and Clinical Implications 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 as "Abstract Title" in 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 or practice:
- Basic Science in Cardio-Oncology
- Translational Science in Cardio-Oncology
- Clinical Science in Cardio-Oncology
- Clinical Case Challenge in Cardio-Oncology
- Training and Education in Cardio-Oncology
- ACC Cardio-Oncology Section Activities
- Feature Your Cardio-Oncology Clinical Program
    - This category provides a forum for interested members to present their institution's cardio-oncology program and educate the community on how it was initiated and how it is being maintained.

C. 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 "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 "Additional Authors" field using the following format: First Name, Last Name, Work Affiliation.

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."
- **Clinical Implications:** In one sentence, state the main clinical implications (or significance) of your study.

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, Conclusion, and Clinical Implications. Instead, place them where indicated in other sections of the online system.

E. Figures/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.