

ATS 2017 Call for Late-Breaking Abstracts

Instructions for Title, Category and Presentation Preference



Add Title

Although there are limitations to the text formatting of the abstract title, submitters can still include the following by using the toolbar located above the title text box. Do not use ALL CAPS in title.

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Paste as plain text. This will ove unwanted formatting from Word documents.



Format text as subscript.



Format text as superscript



Insert special characters. This will provide a pop-up window with numerous special characters to select from.

* Title:

Enter the title in the box below and use the following style guidelines:

- First letter of each word in title should be capitalized, not including prepositions.
- Do not use ALL CAPS in title.
- Do not **bold**, <u>underline</u>, or *italicize* any words in the title.
- Do not enter the title with a period (.)
- · Do not include the authors, institutions or body of the abstract within the title area.
- When using abbreviations, spell out in full at first mention, followed by the abbreviation in parenthesis.

Correct Title Format - Example

This Is a Properly Formatted Abstract Title





PROCESS FOR SELECTING A CATEGORY

Step 1: Classification:

- If abstract best fits specific conditions or areas of pulmonary critical care, or sleep medicine, <u>click</u> <u>here</u> for the list of categories.
- If abstract primarily addresses general clinical, behavioral, or epidemiological research topics or fundamental basic research topics, <u>click here</u> for the list of categories.

Step 2: Discipline: Select one of the following: Adult or Pediatric.

Step 3: Subclassification: Select the best fit for the type of research reported in the abstract. <u>Click</u> <u>here</u> for information on the subclassifications.

Step 4: Reviewing Assembly: When

submitting an abstract or case report, you will need to identify the Assembly by which you would like your abstract reviewed. Please <u>click here</u> for the list of the Assemblies and their descriptions.

* Classification:	
10. Cough	•
* Discipline:	
Pediatric	•
* Subclassification.	
Clinical Studies	•
* Reviewing Assembly:	
Please <u>click here</u> for the list of Assemblies and their descriptions.	
Pediatrics (PEDS)	•



Presentation Preference

Select one of the following options. The choice selected indicates the type of presentation that is preferred by the **Presenting Author**. However, final assignment is determined by the International Conference Committee.

There are two options:

- Either Poster or Oral
- Poster Only

* Presentation Preference	e:
Either Poster or Oral	Ŧ
 You may proceed to the n your submission without en 	next step but the system will not let you complete tering mandatory information.
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Back to step 1	Proceed to step
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Instructions for adding Authors/Institutions



Adding Presenting Author

The submitter of the abstract will be displayed but is not automatically selected as an author or presenter. Select the "**Author**" or "**Presenter**" checkbox to include the submitter in the list of authors.

The **Presenting Author** should be listed "first".

The **Presenting Author's** name on a submitted abstract cannot be changed.

Use the "Add author" link to enter the Presenting Author and co-authors of the abstract.

The system will prompt the submitter to search for an existing profile before allowing a new profile to be created.

Use the "Add" link if a matching profile is found or select "Add new author" if there is no match.







Adding Author Information

When entering the person details, **bold** fields are mandatory and must be completed before adding an affiliation.

All authors must have an affiliation recorded added or selected. If no affiliation record has been selected, the button will be red.

Person Details		
Degree:		
Salutation:		
Gender:	🔘 female 🔘 male	
First name:		
Middle name(s):		
Last name:		
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Affiliations		
No Affiliation selected! Save Cancel	dd / Select Affiliations	* only needed for Presenter Bold fields are mandatory



Adding Affiliation

If the affiliation is not found in the list of affiliations available for selection, then select "**New Affiliation**".

Bold fields are mandatory. The fields marked with an asterisk (*) are also mandatory for the **Presenting Author** only.

If the SAVE button is not displayed below, you must expand the pop-up window to show it.

Do not close the pop-up window until the affiliation is properly saved or your changes will be lost.

International Conference May 19 - May 24 Washington, DC

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Adding Study Group or Team Name

To include the name of a Study Group or Team in the list of authors, enter the name in the "**Study Group**" field. The name will be listed after the list of authors and published with the abstract.

To include the email address of the **Presenting Author** in the online publication, enter it in the "**Enter email for Presenting Author of this abstract**" field.

Study Group:
Enter email for Presenting Author of this abstract: breynolds@psav.com Please note: If agreed, this email address will be published online with the abstract. See Affirmations Section 10.
If you like your emails to be copied to another person please enter their email address below:
« »
Back to step 2 Proceed to step 4



Confirming Authors' Information

Authors names will be highlighted in red if there is missing information that is required.

Be sure to "**Choose**" an affiliation for all authors.

Presenting Author must be listed first and the presenter button selected. Use the up/down arrow buttons to change the order.

Use the red \mathbf{X} delete button to remove an author completely from the abstract.

Use the "Edit" link or the pencil icon to make changes.

Add author Do not use "Add text box below.	author" to	add "study	group" nam	e. Use the "S	tudy Group"
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Affirmations

The **Presenting Author** must complete and agree to the affirmations, when required.



ATS 2017 Call for Late-Breaking Abstracts

Instructions for the Abstract Body



Adding the Abstract Body

DO NOT ENTER ABSTRACT TITLE AND AUTHORS IN THE ABSTRACT BODY.

Size limit is 400 words (image, table and spaces are not included in the word count).

The format toolbar is available:



Paste as Plain Text: Use this if pasting from a Word document so that any previous text formatting is removed. Use the available toolbar to re-add approved formatting to the text.

Undo & Redo



Select Special Character

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Insert Image

Only one image or one table is allowed per abstract.

Step 1: Set the mouse cursor to the position where you want the image to be inserted in the abstract body.

Step 2: Select the insert image icon

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Step 3: Select the "Choose File" button to browse to an image on your computer of one of the following formats: JPG, JPEG, PNG, or GIF.

The image will then be added to the abstract body.



Image Prop	erties	•	
Image Info	Image Manager		
Upload new i	mage file		
Choose File	No file chosen		





Image Properties

Image file should show only one image (as shown on this slide). File with multiple images will not be published with the abstract.

To access the image properties, double click on the inserted image. A pop-up window of the image properties is displayed.

DO NOT add a URL. This is auto-generated by the system and should not be changed.

Title/Annotation: The image file name will display as the title and should be either deleted or replaced with an accurate title. The title and/or annotation will display on step 6 for the abstract preview. Title/Annotation will not count against the word count of the abstract body.

Use the Width and Height fields to adjust image size.

Border: enter a low number value to create a black border for the image.

Use the **Horizontal/Vertical Space** and **Alignment** fields to adjust image location.

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Insert Table

Only one table or image is allowed per abstract.

Step 1: Set the mouse cursor to the position where you want the table to be inserted in the abstract body.

Step 2: Select the insert table icon

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Step 3: Include the number of rows and columns

Step 4: Captions are not required and will not count against the word count of the abstract body.

Step 5: Select the "OK" button.





Insert Table

Text inserted in the table will not be counted against the 400 word limit of the abstract body.

If the table cannot be successfully copied from a Word document or easily re-created, then it may be best to insert the table as an image.

For instructions on how to create an image of a table that is on a Word document:

- Windows users: <u>click here</u>
- Macintosh users: click here

RESULTS AND DISCUSSION

Authors should consider how to present their data. Figures and tables are to be used in this section. If using histology or microscopic images- scale bars should be included. Graphs should have relevant statistics (statistical significance) with appropriate legends. There should be sufficient information for the reader to understand, but it is not necessary to write an extensive text to explain all the detail.





Preview & Finish

Do forget to go to the last step!

The abstract is not considered submitted until the submission fee is submitted.

Proof your abstract before submitting payment.

This summary shows all parts of your abstract already completed. If there are any outstanding required fields, a message is displayed at the right in red. Please click the link or Edit abstract on the toolbar to complete your submission.

Abstract 62

BEC⁻¹² Varients for Genes Associated With Asthma

B.K. Reynolds PSAV - Coppell, TX/US

View Disclosure for Presenter

Type:

Category:

Scientific Abstract 18. Lung Cancer, Thoracic Oncology » Adult » Epidemiologic Studies » Environmental, Occupational and Population Health (EOPH) Presentation Preference: Either Poster or Oral

PROOF YOUR ABSTRACT BEFORE SUBMITTING IT. CHECK THAT ABSTRACT BODY IS COMPLETE, TABLE OR IMAGE IS INCLUDED, AND SPELLING OF AUTHORS' NAMES.

SUBMISSION FEE

PAYMENT

By clicking the "SUBMISSION FEE PAYMENT" button above, you are approving your abstract as it currently appears. You MUST complete the payment process to submit your abstract. Once your payment is submitted, no further editing is allowed.

Abstract Body

INTRODUCTION

The Introduction should introduce the background to the work that has been carried out. It should contain citations to the key literature to support this rationale and should lead to a clearly stated hypothesis or set of objectives. References must be added in the text with superscripts¹.

EXPERIMENTAL METHODS

This section should specify exactly what was done experimentally. Subheadings can be used to differentiate the different methods in this section. Sample size and statistical methods used should be indicated in this section.

RESULTS AND DISCUSSION

Authors should consider how to present their data. Figures and tables are to be used in this section. If using histology or microscopic images- scale bars should be included. Graphs should have relevant statistics (statistical significance) with appropriate legends. There should be sufficient information for the reader to understand, but it is not necessary to write an extensive text to explain all the detail.

chestxray.jpg



Affirmations

1. The Presenting Author is an ATS Member:

Yes (mandatory)

Select the Assembly affiliation from the list helow: (Select "None" if you do not have an affiliation.)

Allergy, Immunology & Inflammation (AII) (mandatory)

2. Science Core Curriculum Check this box if your abstract fits within the topic of "Gene Expression: Beyond Transcription" to be considered for scheduling as part of the Science Core Curriculum at the 2016 International Conference. Work with focus on novel mechanisms of gene expression, such as epigenetics, microRNAs, IncRNAs, post translational modifications, systems biology, and precision medicine in lung development and disease will be considered for inclusion in this session.

Accepted

3. Is your abstract directly related to health equality?

Accepted

4. Does the Presenting Author have a nursing degree of any kind?