AMERICAN THORACIC SOCIETY

ATS 2019 Call for Abstracts

Step-by-step instructions on how to submit an abstract





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Table of Contents

- Author Disclosure
- <u>Abstract Submission</u>
 - <u>Abstract Type- Scientific Abstract or Case Report</u>
 - <u>Title</u>
 - <u>Category- 4- Step Process for Selecting a Category</u>
 - Presentation Preference
 - Authors & Study Groups
 - <u>Abstract Affirmations</u>
 - Presenter Affirmations
 - <u>Abstract Body & Image</u>
 - Preview & Finish





Author Disclosure

Presenting author (submitter) must complete the author disclosure form

 To begin your abstract submission, click on <u>Author</u> <u>Disclosure</u> at the top left corner.



Welcome to the Author Disclosure Form

ATS 2019 International Conference May 17-22, 2019 Dallas, TX

 Make sure to complete PARTS 1-6 of the disclosure form. You must <u>Finalize & Submit</u> your disclosure to complete your author disclosure form.

wrote in your submitted work? No

PART 4: RELATIONSHIPS WITH TOBACCO ENTITIES OR NON-TOBACCO NICOTINE DELIVERY ENTITIES

Have you, and/or your co-authors to the extent that you are aware, receive payment or services from a tobacco entity or non-tobacco nicotine delivery entity during your (or his or her) professional career? No

PART 5: PROFESSIONALISM AND ETHICAL CONDUCT

Are there any issues that could cause a reader to question the objectivity, independence and scientific integrity of the work submitted? No

PART 6: ATTESTATION

Yes, I hereby attest that these disclosures are accurate at the time of this submission. I acknowledge that checking this box indicates assent to this agreement and is equivalent to my signature.







Previous



Finalize and Submit to ATS

Author Disclosure

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• Once you have finalized your author disclosure form, you may start your ATS 2019 abstract submission by clicking on <u>ATS 2019 Submission</u> in the top menu.











Abstract Type- Scientific Abstract or Case Report

Begin your abstract submission by first selecting the appropriate abstract type.

Scientific Abstracts - these abstracts must contain:

- 1. A descriptive title, list of authors and institutions;
- 2. An introduction/rationale to the study;
- 3. The methods used;
- 4. The results of the study including new data not previously published or presented at a major national or international meeting;
- 5. Conclusions of the study. It is not satisfactory to state: "The results will be discussed."

Case Reports- these abstracts must contain:

- A descriptive title, list of authors and institutions;
- 2. An introduction;
- 3. A description of the actual case report;
- 4. A discussion of the novelty and importance of the specific case.



Title

- Enter your title into the textbox. If your title contains special characters, subscripts, and/or superscripts, you may copy and paste your title from MS Word.
- Make sure to follow all style guidelines when entering your abstract title.
- Click on <u>SAVE AND</u> <u>CONTINUE</u>.

Currently Editing: Scientific Abstract, Control # 2019-S-5562-ATS

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 (.)
- 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

Please click Save and Continue at the bottom of the page to save your work and move ahead to the next step. After you have done that, you can return to a previous step by clicking on the step name on the left hand side of your screen. Do NOT use the browser's back button.

Please Note: Do not enter the name of authors, institutions, or abstract body in title box.

Enter your Title Below:

Abstract Title Test

SAVE AND CONTINUE









Category- 4- Step Process for Selecting a Category

Step 1: Classification

- <u>Click Here for the List of Scientific Abstract Classifications</u>
- <u>Click Here for the List of Case Report Classifications</u>

Step 2: Discipline Select one of the following: <u>Adult</u> or <u>Pediatric</u>

Step 3: Subclassification

Select the best fit for the type of research reported in the abstract. <u>Click here</u> for more information on 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 assemblies and their descriptions.

of your abstract. * Choose Category 1: SAVE AND CONTINUE				<u>ECT</u> to begin the p process
Choose O1. Acute Lung Injury, ARDS -> Adult -> Ce Immunology and Inflammation (AII) SAVE AND CONTINUE	llular/Molecular Investigation/Allergy,	• <u>Select</u> • <u>Remove</u>	on the scre <u>AND CONTI</u>	ions will appear een. Click <u>SAVE</u> <u>NUE</u> to continue e next step
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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:
 - Poster Only
 - Either Poster or Oral

✓ TITLE	* PRESENTATION PREFERENCE
CATEGORY	Please indicate your presentation preference below.
PRESENTATION PREFERENCE	
AUTHORS	Please click Save and Continue at the bottom of the page to save your work and move ahead to the next step. After you have
ABSTRACT AFFIRMATIONS	done that, you can return to a previous step by clicking on the step name on the left hand side of your screen. Do NOT use the browser's back button.
PRESENTER AFFIRMATIONS	
ABSTRACT	Choose Presentation Preference (Required)
REVIEW MY WORK	Please Select 👻
	SAVE AND CONTINUE

Click <u>SAVE AND CONTINUE</u> to continue to the next step \rightarrow Authors.









Authors & Study Groups

Presenting Author

- The person **submitting** the abstract will **automatically be the Presenting Author**.
- The Presenting Author will be listed first and cannot be modified for any reason.
- All institution and contact information will be pre-populated in the appropriate fields. Edit/update these fields if any of your details have changed. Fields marked with an asterisk (*) are **required**.
- Click <u>SAVE AND CONTINUE</u> to add co-authors.









Authors & Study Groups

Co-Authors

- Click <u>Add Author</u> to add co-author(s).
- The system will first search for an existing profile before allowing a new profile to be created. Click on <u>Add</u> if a matching profile is found OR click on <u>Enter your author here</u> if there is no match.

EDIT	Ho Young Hung	American Thoracic Society, New York, NY, United States
Add Author		Add a Group
AVE AND C		
SAVE AND C	LONTINUE	

	Can't find yo	our author	Enter y	our auth	or here!
_	Institution	City	State	Country	v
c.org	American Thoracic Society	New York	NY	USA	Add

Entering a new author's information

• All fields marked with an asterisk (*) are required. Click <u>SAVE AND CONTINUE</u> to add author.

Continue these steps to add additional co-authors.

Author	
Salutation/Greeting:	
* First Name:	
2nd Initial:	
* Last Name:	
* Degree:	
Institution	
Department:	
* Institution:	American Thoracic Society
* Institution City:	New York
State/Province (If US/Canada):	New York 🗸
* Institution Country:	United States 🔹
Contact Information	
* Email Address	E
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Additional Information	
Gender :	



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<u>Back to</u> Table of Contents





MAY 17-MAY 22, 2019

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Abstract Submission

Authors & Study Groups

Study Groups

- To add a study group, click on <u>Add a Group</u>. •
- Type in the name of the Study Group or Team. ٠
- Click SAVE AND CONTINUE.

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Author Information		
• <u>EDIT</u>	Ho Young Hung	American Thoracic Society, New York, NY, United States
	Test First Name Test Last Name	American Thoracic Society, New York, NY, United States
• EDIT × REMOVE	Nancy Guerrero	American Thoracic Society, New York, NY, United States
Add Author	Add a Group Ch	ange the Order these Author (s) are listed
SAVE AND CONTINUE		
	Sample Grou	
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Authors & Study Groups

Change the order of authors listed

- Click on <u>Change the Order these Author(s) are</u> <u>listed</u>
- Choose the order for each author
- NOTE: You CANNOT change the order of the presenting author (must be first author). The Study Group name must be listed last.
- Click <u>SAVE AND CONTINUE</u>.
- Once you have completed entering all authors and the order is correct, click on <u>SAVE</u> <u>AND CONTINUE</u> to continue to the next step → Abstract Affirmations.

<u>EDIT</u>	Ho Young Hung	American Thoracic Society, New York, NY, United States
EDIT X REMOVE	Test First Name Test Last Name	American Thoracic Society, New York, NY, United States
EDIT × REMOVE	Nancy Guerrero	American Thoracic Society, New York, NY, United States
	Sample Group Name	
Add Author	Add a Group Change the	Order these Author (s) are listed

	arrange the order of your authors, excluding Study Group Name, select new place numbers for each author. After you hav ed for additional contact information regarding your new selection. Study Group Name must be listed last.
Choos	se the Order for Each Author
1.	Ho Young Hung, American Thoracic Society, New York, NY, United States
2 🗸	Test First Name Test Last Name, American Thoracic Society, New York, NY, United States
3 🗸	Nancy Guerrero, American Thoracic Society, New York, NY, United States
4 🗸	Sample Group Name
SAVE	AND CONTINUE









Abstract Affirmations

The submitter must complete affirmations 1-9 to continue to the next step \rightarrow Presenter Affirmations. Once complete, click <u>SAVE AND CONTINUE</u>.



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Presenter Affirmations

The submitter must complete affirmations 1-9 to continue to the next step \rightarrow Abstract. Once complete, click <u>SAVE AND CONTINUE</u>.

0	TITLE	AFFIRMATIONS FOR PRESENTING AUTHOR
Ø	CATEGORY	You will not be able to complete your submission without completing the Affirmations 1-8 on this page.
Ø	PRESENTATION PREFERENCE	
Ø	AUTHORS	1. Is the Presenting Author an ATS member?
Ø	ABSTRACT AFFIRMATIONS	ATS Member?
0	PRESENTER AFFIRMATIONS	Please Select 👻
0	ABSTRACT	If yes, select your primary Assembly affiliation from the list below: (Select "None" if you do not have an affiliation.)
\bigcirc	REVIEW MY WORK	Please Select
		2. Does the Presenting Author have a nursing degree of any kind?
		Nursing Degree?
		Please Select
		If No, Do any other authors on this abstract have a nursing degree of any kind?
		Please Select V
		3. Is the Presenting Author a first or second year fellow?
		Fellow?
		Please Select 👻
		4. Is the Presenting Author a student or in training?
		 A. Is the Presenting Author a student or in training: (Predoctoral student, employed in a housestaff training program, or in post-doctoral training program.)
		Student or in training?
		Please Select 👻
-		5. Is the Presenting Author an Early Stage Investigator?









Abstract Body

- You may type your abstract text directly into the system or upload a Word document, which will extract the text into the abstract body field.
 - To type directly, click on *Enter AbstractText*
 - To upload, click on <u>Upload a File Containing Your Abstract</u>
- Do not enter abstract title and authors in the abstract body
- 400 word limit (image, table, and spaces are not included in word count)
- 1 image per abstract. (Click here for instructions on how to upload a Table as an image.) To add an image, click on <u>Add an Image</u>.

Abstract Body:	
Enter Abstract Text Add an Image	Upload a File Containing Your Abstract









Abstract Body- Image

• 1 image per abstract. (Click here for instructions on how to upload a Table as an image.) To add an image, click on Add an Image. (JPG, JPEG, or GIF format only)

HOW TO MOVE AN IMAGE

- If the image you have uploaded is not in the correct position, click on *Edit AbstractText*.
- Highlight the FULL text for the graphic (from the first 2 **\$\$** to the last 2 **\$\$**). Press on Ctrl+X to cut the text. Select where you would like graphic to appear. Press Ctrl+V to paste. Click <u>SAVE AND CONTINUE</u>.

<form><complex-block></complex-block></form>	RATIONALE: Rationale sample text METHODS: Methods sample text Results sample text CONCLUSION: Conclusion sample text CONCLUSION: Conclusion sample text CONCLUSION: Conclusion sample text
Back to Table of Contents	
	Image/Graph must be legible for review. An image with subtract.

Preview & Finish

 Once you have finished entering your Abstract Body, Click <u>SAVE AND CONTINUE</u> to review your work and submit your abstract

RESULTS: Results sample text	
CONCLUSION:	
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Edit Abstract Text	Upload a File Containing Your Abstract
Add an Image	
Replace Image 1 Remo	ove image 1
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bstract Character Co	
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Total Word Count: 16	
Vord Maximum Limit	400

• Carefully review your work. Scroll down and click on *Finalize and Submit* to submit payment.

New Submitter?: Yes Scholarship Applicant?: Yes Publish Presenter Email with Abstract?: Yes
Finalize and Submit
Click Here for a Print-Friendly Version of Your
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 Your submission is NOT complete until payment has been submitted and abstract is marked
 FINALIZED. If your abstract is marked
 COMPLETED, the abstract has NOT been successfully submitted. Please go back to submit payment and finalize.









Preview & Finish

INCOMPLETE	Abstract is in progress.	\bigotimes
COMPLETED	All abstract steps have been completed, but abstract has NOT been successfully submitted.	\bigotimes
FINALIZED	Abstract has been SUCCESSFULLY SUBMITTED.	

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<u>Back to</u> Table of Contents



