ATS 2019
Call for Late-Breaking Abstracts

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

Presenting author (submitter) must complete the author disclosure form

- To begin your abstract submission, click on Author Disclosure at the top left corner.

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

Welcome to the Author Disclosure Form

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

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 assest to this agreement and is equivalent to my signature.

Previous Finalize and Submit to ATS

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Author Disclosure

Presenting author (submitter) must complete the author disclosure form

- Once you have finalized your author disclosure form, you may start your ATS 2018 abstract submission by clicking on ATS 2018 Submission in the top menu.
Late-Breaking 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."

ATS 2018 INTERNATIONAL CONFERENCE
San Diego, CA | May 18-23, 2018

LATE BREAKING ABSTRACT
View Submission Instructions
New Abstract Submission
Deadline: Wednesday, January 31, 2018 (5:00PM EST)
• 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 SAVE AND CONTINUE.
Abstract Submission

Step 1: Classification
• Click Here for the List of Abstract Classifications

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. Click here for more information on subclassifications.

Step 4: Reviewing Assembly
When submitting an abstract, you will need to identify the Assembly by which you would like your abstract reviewed. Please click here for the list of assemblies and their descriptions.

Click on SELECT to begin the 4-step process.

Your selections will appear on the screen. Click SAVE AND CONTINUE to continue to the next step.

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Abstract Submission

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

• Click **SAVE AND CONTINUE** to continue to the next step → Authors.
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 **SAVE AND CONTINUE** to add co-authors.
Co-Authors

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

Entering a new author’s information

- All fields marked with an asterisk (*) are required. Click *SAVE AND CONTINUE* to add author. Continue these steps to add additional co-authors.
Study Groups

• To add a study group, click on Add a Group.
• Type in the name of the Study Group or Team.
• Click SAVE AND CONTINUE.
Change the order of authors listed

- Click on *Change the Order these Author(s) are listed*
- 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 *SAVE AND CONTINUE*.
- Once you have completed entering all authors and the order is correct, click on *SAVE AND CONTINUE* to continue to the next step — Abstract Affirmations.
The submitter must complete affirmations 1-9 to continue to the next step → Presenter Affirmations. Once complete, click **SAVE AND CONTINUE**.

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**ABSTRACT AFFIRMATIONS**

You will not be able to complete your submission without completing the Affirmations 1-8 on this page.

1. **LATE BREAKING QUALIFICATION**

   **Why do you consider this data to qualify for submission as a late-breaking abstract?**

   - Newly available results of a prospective clinical trial
   - Other

2. **Is your abstract directly related to health equality?**

   **Related to Health Equality?**

   - Yes
   - No

3. **If the focus of your abstract is a rare lung disease, it may be eligible for inclusion in the ATS 2018 Rare Lung Disease Guide for conference attendees. Would you like to be considered?**

   **Rare Lung Disease Guide**

   - Yes
   - No

   If yes, enter the name of the rare lung disease in the box below:

4. **Funding Source:**

   Please provide funding source below. Compliance with this rule is a prerequisite for review. Abstracts of research funded by tobacco industry sources (whole or in part) will not be considered. If you have no specific funding source please type “None” in the box below.

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You can always go back to a previous step by selecting it from the left menu.
The submitter must complete affirmations 1-7 to continue to the next step → Abstract. Once complete, click **SAVE AND CONTINUE**.
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 Abstract Text
- To upload, click on Upload a File Containing Your Abstract

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 Add an Image.
Abstract Submission

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*.

HOW TO MOVE AN IMAGE

• If the image you have uploaded is not in the correct position, click on *Edit Abstract Text*.
• 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 *SAVE AND CONTINUE*.

Note: Image/Graph must be legible for review. An image with multiple images will not be published with the abstract.
Abstract Submission

Preview & Finish

- Once you have finished entering your Abstract Body, Click **SAVE AND CONTINUE** to review your work and submit your abstract.

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

- 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.
You can always go back to the homepage (🏠) to access your abstracts and check submission statuses.

**INCOMPLETE**
Abstract is in progress.

**COMPLETED**
All abstract steps have been completed, but abstract has NOT been successfully submitted.

**FINALIZED**
Abstract has been SUCCESSFULLY SUBMITTED.

To log out, click at the top right corner.