ATS 2020
Call for 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 your name at the top right corner, and then Disclosure.

- Make sure to complete PARTS 1-5 of the disclosure form. You must click on Save & Continue > Continue to Finalize > FINALIZE and SUBMIT to ATS to complete your author disclosure form.
Once you have finalized your author disclosure form, you may start your ATS 2020 abstract submission by clicking on Return to Dashboard in the top menu.

Thank you for completing and submitting your Author Disclosure Questions.

Your disclosure has been electronically transmitted.

Please proceed to the printout below.

- The Official Disclosure Printout

Please print out a copy of your final disclosure and retain for your own records.
Abstract Submission

Abstract Type - Scientific Abstract or Case Report

Begin your abstract submission by scrolling to the bottom of the dashboard, and 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:
1. 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.

Scientific Abstract
Case Report
Abstract Submission

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 SAVE AND CONTINUE.
Abstract Submission

**Category- 4- Step Process for Selecting a Category**

**Step 1: Classification**
- Click Here for the List of Scientific Abstract Classifications
- Click Here for the List of Case Report 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 or case report, 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 abstract affirmations 1-9 to continue to the next step → Presenter Affirmations. Once complete, click **SAVE AND CONTINUE**.

You can always go back to a previous step by selecting it from the left menu.
Abstract Submission

Presenter Affirmations

The submitter must complete presenter affirmations 1-9 to continue to the next step → Clinical Trial Affirmation. Once complete, click **SAVE AND CONTINUE**.
The submitter must complete the Clinical Trial affirmation to continue to the next step → Abstract. Once complete, click **SAVE AND CONTINUE**.
Abstract Submission

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 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. (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 Abstract Text.
- Highlight the FULL text for the graphic (from the first 2 $$\text{to the last 2 $$}. 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.
Abstract Submission

Preview & Finish

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

Status: Incomplete  Abstract is in progress and has NOT been successfully submitted.

Status: Complete  Abstract has been SUCCESSFULLY SUBMITTED.

To log out, click on your name at the top right corner, and then Logout.