American Society for Clinical Pharmacology and Therapeutics 2019 Annual Meeting

Abstract Submission Guidelines

Please follow these guidelines carefully. Failure to comply with these guidelines will prevent an abstract from being considered for presentation at the ASCPT 2019 Annual Meeting.

How to Submit: Abstract submissions are accepted online only. Visit www.ascpt.org for a direct link to the abstract submission site. Submitters may return to the abstract submission site up to the deadline to edit an abstract.

Deadline: Thursday, September 6, 2018, 4:00 pm ET
Cost: Member $50; Non-Member $95

Credit Card payment must accompany an abstract submission for it to be complete.* ASCPT accepts MasterCard, Visa, and American Express. Abstract submission fees are non-refundable.

*If your employer requires that you be invoiced, please select the "pay by check" option. Payment must be received before the submission site closes in order for your abstract to be reviewed.

REQUIREMENTS

Character Limit: 1,550 characters, not including spaces. Please do not include title, author or institution information in the abstract. The character count only includes text in the body of the abstract.

Scientific Abstracts must:

- Address a clinical, translational, or methodology-based question, and
- Apply to clinical pharmacology or translational medicine, and
- Describe original, previously unpublished work.

All Abstracts must:

- Include a title. The maximum character count for the title is 150 characters, excluding spaces.
- Identify two ASCPT Communities (identified as the primary categories in the submission

site) related to the content of the abstract. Details about ASCPT's Communities can be found online at https://www.ascpt.org/Member-Services/Networks-and-Communities.

- Select up to three keywords. One keyword is required for each submission. The list of keywords can be found within the online submission site.
- Provide a conflict of interest disclosure on behalf of each author. Examples of conflicts include commercial sponsorship of research, acceptance of honoraria or consulting fees, and significant stock holdings in a company connected to the research.
- Refer to a unique drug compound identifier or generic names when discussing the use of drugs. Use of trade names or "compound X" is not permitted.
- Obtain management approval *prior* to submitting the abstract, if management approval is required from your institution. If the abstract is withdrawn after acceptance for reasons such as lack of management approval, you will be barred from submitting an abstract to ASCPT for a period of one (1) year.

Abstract Type (identified as the secondary category in the submission site): Abstracts will be reviewed in one of four categories:

A. RESEARCH STUDY
B. METHODOLOGY STUDY (Describes an important methodology advancement in quantitative clinical pharmacology, bioinformatics, computational biology, or other areas relevant to clinical pharmacology)
C. LITERATURE REVIEW (Raises an important question)
D. CASE STUDY (Provides insight into a novel aspect of clinical pharmacology or raises an important question)

Authorship: Authorship requires that an individual has contributed in one of the following ways:

- Wrote the paper
- Designed the research
- Performed the research
- Analyzed data
- Contribute new reagents or analytical tools

Author names cannot be added or removed from the abstract once it has been submitted, reviewed, and/ or selected for presentation or published.

Trainee Abstracts: Primary authors who qualify as trainees should identify themselves as such. A trainee is defined as a student, resident, or fellow currently enrolled in a post-doctoral training program or who is pursuing a post-baccalaureate degree in human pharmacology and therapeutics. If the primary author is no longer a trainee, but the

research was conducted while the author was still a trainee, he or she may claim trainee status for the submission. Qualified trainee authors will be considered for the Presidential Trainee Award. Award recipients are recognized at the Annual Meeting.

Format: The submission form will collect data in a print-ready format that requires separate data entry in each field of the abstract. The abstract must be submitted in the following format:

BACKGROUND: State the research objective and the importance of the study being conducted.

METHODS: Methods section should include information on the following aspects of design study:

Research Study

- *Design*- Describe the basic study design, e.g., randomized controlled trial, cross-over study, etc. The source of all nonstandard reagents needs to be explicitly stated.
- *Participants*- Indicate number of study subjects and how they were selected; indicate whether subjects are healthy volunteers.
- *Intervention*- Report the method of administration and the duration of the intervention. Drug identifier must be included.
- *Data collection*- Summarize the method of data collection.
- *Data analysis*- Summarize the method of data analysis.

Methodology Study

- Indicate how data sources were selected, collected, and analyzed

Literature Survey

- Indicate how data sources (literature, drug labels) were selected. Indicate what data were extracted from each source.

Case Study

- Indicate how the case was identified and what data were collected.

RESULTS: Present the main outcomes of the study. In addition to mean or median values, provide a measure of variability (such as a confidence interval). Indicate significance of results, using p-values when appropriate.

CONCLUSION: State that the conclusion is directly supported by the evidence and implications of the findings.

There is a 400 character penalty for each table or graphic, and each abstract submission is permitted a single graphic or table. Graphics are limited to a single panel and tables are limited to 25 cells. Excessive content within a figure or table will be removed and/or cause the submission overall to be disqualified. Color graphics are strongly encouraged. Graphics submitted in color will be published in color at no cost to the authors.

Minimum Resolutions

Halftone images, 300 dpi (dots per inch)

Color images, 300 dpi saved as CMYK

Images containing text, 400 dpi

Line art, 1000 dpi

Sizes

Figure Width – single Image 86 mm (Should be able to fit into a single column)

Text Size

8 point (Should be readable after reduction- avoid large type or thick lines)

Line Width between 0.5 and 1 point

File Types

JPEG

GIF

Failure Criteria: The following failure criteria apply to all abstract submissions. If the reviewers identify any of these concerns in an abstract, it will not be accepted:

- Drug identifier is not provided. Abstracts based on surveys of multiple drugs by FDA do not need to include drug identifiers.
- Abstract is promotional in nature and not scientific.
- Abstract does not contain data to support the conclusion of the study. This failure criterion applies to most types of abstracts. However, it is not possible to present actual data in an abstract for some study types (for example, some literature reviews, genomic studies, or bioinformatics). In such cases, lack of data does not lead to rejection.
- Abstract is a work in progress and there is no data available at the time of submission.

- Abstract (in its entirety) is a previously submitted abstract to other meetings that was presented. Previously submitted abstracts with new data is acceptable to expand on the knowledge gained.

Review: All abstracts will be peer reviewed and scored by members of ASCPT representing the Networks and Communities the abstract is submitted in and by members of the ASCPT Scientific Program Committee.

Reviewers will use these Abstract Submission Guidelines, including the failure criteria, to score the abstracts. All decisions are final and there is no appeal mechanism.

Notification: Notifications will be sent by email in October 2018 to the email address of the presenting author on file within the online submission system. Please be sure the contact information is correct.

Publication: Accepted abstracts will be published in the Abstract Supplement to Clinical Pharmacology & Therapeutics. Please be sure to review abstracts thoroughly – the abstracts will be published exactly as they are submitted. ASCPT will not edit abstracts.

Withdrawal: Only the primary author may withdraw an accepted or submitted abstract, but we will notify all authors of the withdrawal. Requests for withdrawals must be in writing to meetings@ascpt.org.

Abstract Presentation: All accepted abstracts will be presented in person at the 2019 Annual Meeting as an oral, poster, or poster walk abstract presentation by one of the authors. If for any reason the presenter is unable to attend the meeting, a substitution must be made, with a person already listed as an author on the abstract. Author names cannot be added or removed from the abstract once it has been submitted, reviewed, and/ or selected for presentation. Oral and poster abstract presenters are required to register for the Annual Meeting in the appropriate registration category (member, non-member, trainee/ student) and pay the applicable fees. The Society does not provide honoraria, travel or housing reimbursement for oral or poster abstract presenters to attend the Annual Meeting.

ASCPT does not allow the use of QR (quick response) codes on posters or handouts as a method of sharing information.

Questions? Contact meetings@ascpt.org or (703) 836-6981, extension 109.