



American Society for Clinical Pharmacology and Therapeutics
2019 Annual Meeting

Encore 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: Encore Abstract submissions are accepted online only. You **MUST** be a member of ASCPT to submit an Encore Abstract submission. Visit www.ascpt.org for a direct link to the abstract submission site. Submitters may return to the 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.

Encore abstracts must:

- Present significant, ground-breaking, and innovative findings that were published (in paper or online) as an original research article in a peer-reviewed journal on or after January 1, 2018, and address a question of relevance to clinical pharmacology and therapeutics.
- The January 1, 2018, cut-off for earliest publication date refers to the first date of publication (e.g., online electronic publication of the accepted article). The citation to this publication should be included in the submission.

- Encore submissions based on findings previously presented solely in abstract form (e.g., as published in conference proceedings) that are not yet published as an original research article in a peer-reviewed journal do not qualify for submission.

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.

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 postbaccalaureate 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: Present significant, ground-breaking, and innovative findings that were published (in paper or online) as an original research article in a peer-reviewed journal on or after January 1, 2018, and address a question of relevance to clinical pharmacology and therapeutics.

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 either a single graphic or a single table. Graphics are limited to one 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:

- Encore submissions based on findings previously presented solely in abstract form (e.g., as published in conference proceedings) that are not yet published

as an original research article in a peer-reviewed journal do not qualify for submission.

- The encore submission findings are not significant, ground-breaking, and innovative and/or the paper does not address a question of relevance to clinical pharmacology and therapeutics.

Review: All Encore Abstracts will be peer reviewed and scored by members of the ASCPT Scientific Program Committee. Reviewers will use these Encore Abstract Submission Guidelines, including the failure criteria, to score the submissions. 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.

Encore Presentations: All accepted encore abstracts must be presented in person at the 2019 Annual Meeting as an oral, poster or poster walk 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 submission. Additional names cannot be added after completing submission. Oral and poster 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 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.