

## Resuscitation Science Symposium 2018 Abstract Submission Guidelines

**Submission Period: April 18 – June 7, 2018**

### **General Information**

- The American Heart Association's Resuscitation Science Symposium 2018 is a forum for presentation of novel research findings. The work covered by the abstract must not have been published (manuscript or abstract) or presented at a national or international meeting before the date and time of presentation (Nov. 10-11 2018).
- There is a *non-refundable* **member processing fee of US \$50 for each abstract submitted**. The fee covers administration and online costs associated with the submission, grading, notification and slotting processes.
- To ensure that your abstract receives proper scientific consideration, be sure to submit to the appropriate [abstract category](#).
- After the submission deadline, abstracts are no longer accessible and therefore may not be revised in any way or resubmitted. Proofread abstracts carefully to avoid errors before submission. If accepted, your abstract will be published as submitted; it is not edited.
- Abstract acceptance/non-acceptance status will be available in mid-August. Please ensure that the email provided is accurate as all correspondences will be sent via email.
- Please make sure your e-mail settings will allow e-mails from [AHARESS@abstractmanagement.com](mailto:AHARESS@abstractmanagement.com) to ensure important program participant related information to get through your spam filters, etc.
- Abstract Copyright Transfer Agreement will be electronically signed during submission. Your selection of "Yes" grants permission to publish. Your selection of "No" prohibits publication of abstract.
- Accepted abstracts having selected "Yes" to the Copyright Transfer Agreement will be published as they were submitted (ie, they will not be edited). They will appear in an online-only supplement to *Circulation*, an American Heart Association journal as well as the online Program Planner and ePosters (if provided).
- All abstract withdrawal requests must be received in writing (via email) by September 8, 2018, to avoid publication. Requests received after this date may not be honored because of the rapid publication processing.
- The presenting author of an accepted abstract must register and pay the registration fee for the meeting. Abstract presenters need to register in the appropriate category (eg, AHA member, nonmember) and pay the appropriate registration fees under each category.
- All expenses (eg, airfare, lodging, conference registration) associated with the submission and presentation of an abstract are the responsibility of the presenter.
- All accepted abstracts will be scheduled either in an oral or poster presentation. All presentations including question-and-answers will be conducted in English. Presenters may request assistance from the moderator who will repeat or rephrase questions from the audience or may ask a colleague in the audience to assist with translation.
- For questions regarding the submission guidelines, please contact [program.participant@heart.org](mailto:program.participant@heart.org) and include "ReSS Abstract" in the subject line, to reach an AHA staff member.

## Resuscitation Science Symposium 2018 Abstract Submission Guidelines

### Abstract Grading

Abstracts submitted by the June 7, 2018, deadline are posted to a secured web site for blinded review. Our intent is to be most inclusive of the quality science received without compromising scientific integrity. As such, a team of 5 to 10 experts independently reviews abstracts in their category that best fits their expertise. Abstracts submitted for consideration must be an original idea, concept, or an improvement or revision of a previous idea. Abstracts are selected on the basis for the following:

- Scientific Merit - direction toward the development of a new or improved diagnostic procedure or idea.
- Organization - well organized, easy to follow and understand.
- Practicality - should be available, logical, and feasible.
- Presentation - should be clear, brief, show understanding of the subject matter.
- Technical quality - the idea must stand up to scrutiny. Facts and data have scientific backing.

### Rules for Submitting an Abstract

- The American Heart Association's Resuscitation Science Symposium 2018 **is a forum** for presentation of novel research findings. The work covered by the abstract must not have been published (manuscript or abstract) or presented at a national or international meeting before the date and time of presentation (Nov. 10-11 2018).
- All abstracts must be submitted (and will be presented) in English with accurate grammar and spelling suitable for publication. Abstracts must contain original material neither published nor presented elsewhere prior to the Resuscitation Science Symposium 2018 (in print or electronically).
- If the abstract is submitted to more than one meeting, investigators must include new and scientifically meaningful information **at time of submission** to the AHA.
- If identical abstracts are **accepted** at two meetings, then one must be *withdrawn* and AHA staff must be notified. If acceptance of a previously presented abstract is discovered prior to presentation, it will be withdrawn and acceptance of future abstracts will be jeopardized. If dual presentation of identical abstracts is discovered after presentation, the acceptance of future abstracts may be jeopardized and any award associated with the abstract will be withdrawn.
- Submission of an abstract constitutes a commitment by the author(s) to present it if accepted. Failure to present, if not justified, will jeopardize future acceptance of abstracts for the American Heart Association's meetings/conferences.
- If the accepted abstract is submitted as a paper for publication, note that rapid publication has become the norm. Investigators are responsible for coordinating simultaneous publication with the journals involved. If publication occurs online or in print before the time of presentation, then the abstract must be withdrawn. Please notify AHA staff by sending an email to [program.participant@heart.org](mailto:program.participant@heart.org) and include "ReSS Abstract" in the subject line.
- There is no limit to the number of abstracts an investigator may submit. If selected, the presenter must be one of the co-authors listed. If multiple submissions are accepted, if there are schedule conflicts, the presenting author must arrange for a co-author to present. Due to the number of abstracts being presented, abstracts cannot be moved to a different timeslot.

## Resuscitation Science Symposium 2018 Abstract Submission Guidelines

### **Embargo Policy**

Abstract results and presentations are prohibited from release until date and time of AHA designated embargo time. For most abstracts, that embargo will be date and time of presentation but for some, the embargo will be the time of a specific AHA news media event. You will be contacted by AHA communications if you are selected to participate in an AHA news event.

Further, written embargoed information cannot be share with anyone outside of AHA with the exception of journal manuscript submission but you can conduct one-on-one embargoed media interviews as long as the reporter agrees to abide by the embargo policy. Failure to honor embargo policies will result in this abstract being withdrawn and future abstracts also being barred from presentation. View the complete [AHA/ASA General Embargo Policy](#).

### **Preparing an Abstract**

#### **Abstract Title**

An abstract must have a short, specific title (containing no abbreviations) that indicates the nature of the investigation.

#### **Author Name(s)**

- The submitting author is designated as the primary/presenting author. You may rearrange the order of the authors; however, always list the senior author last.
- If an author's name appears on more than one abstract, it must be identical on each abstract.
- Additions or deletions of author names are not permitted after the submission deadline. **NO EXCEPTIONS.**
- All authors' names should be carefully reviewed for accuracy. If the abstract is accepted and eventually published, changes cannot be made after publication.

#### **Abstract Data**

- All abstracts must be submitted (and will be presented) in English with accurate grammar and spelling suitable for publication. Abstracts must contain original material neither published nor presented elsewhere prior to the Resuscitation Science Symposium 2018 (in print or electronically).
- Authors should not "split" data to create several abstracts from one. If splitting is judged to have occurred, prior scores of related abstracts will be reduced.
- Abstracts containing identical or nearly identical data submitted from the same institution and/or individuals will be disqualified.
- To ensure that the abstract receives proper scientific consideration, please make sure that the abstract is submitted to the appropriate [abstract category](#).
- Proofread abstracts carefully to avoid errors before submission. **The abstract will be published exactly as it has been submitted – NO EXCEPTIONS.**

#### **Abstract Text**

- Abstracts may have the following identifiable sections: Introduction, Hypothesis, Methods, Results and Conclusions. These fields can be edited or deleted as appropriate for your abstract.
- Describe briefly the objectives of the study unless they are contained in the title. Include a brief statement of methods if pertinent. State findings in detail sufficient to support conclusions. Abstracts should not describe research in which the chemical identity or source of the reagent is proprietary or cannot be revealed.
- Use generic drug names.
- Do not begin sentences with numerals.

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- Standard abbreviations may be used without definition. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
- Do not include references, credits, or grant support.
- Do not include the names or personal information of any patient participating in the study or trial.
- Abstracts are limited to 1,950 characters (about 300-350 words). This includes the text plus any graphics, but not the title or authors. All graphics (figures) and text-based graphics (tables) should be provided as 72-300 dpi, pre-sized .gif, .jpg or .tif images only, with a maximum width of 440 pixels (no limit on length). Black-and-white digital images should be in grayscale mode. Color images should be saved in RGB color mode. Addition of an image whether a figure or a table deducts 250 characters. Spaces do not count as characters.
- If an abstract accepted for publication, any images submitted with the abstract are placed after the abstract that will appear in the online-only supplement to *Circulation*, an American Heart Association journal.

### **Abstract Acceptance**

- Guidelines for abstract presentation will be provided to the presenting author of accepted abstracts in mid-August via email.
- All oral presentations must be in electronic slide form (16:9 ratio) and submitted to the American Heart Association 4 hours in advance of session start time through the speaker resource room onsite. Hours and information for the speaker resource room will be provided to you at a later date.
- No person may record any portion of the AHA Scientific Sessions, Scientific Conferences, and ASA International Stroke Conference, whether by video, still, or digital photography; audio; or any other recording or reproduction mechanism. This includes recording of presentations and supporting A/V materials and of poster presentations and supporting poster materials.

Additionally, science information shared by investigators at the time of a meeting is confidential and often unpublished data. Taking photos of or recording the content of meeting room slides is also prohibited, and is considered intellectual piracy and unethical. Attendees who ignore this policy will be asked to leave the educational session and are at risk of losing their badge credentials.

- The American Heart Association and American Stroke Association reserve the rights to all recordings or reproductions of presentations at AHA/ASA scientific conferences and meetings.
- The AHA reserves the right to all video or audio recordings of presentations at Resuscitation Science Symposium 2018.