Abstract Submission Instructions

Entering Abstract Information

A. Title

1. Do not bold, italicize, underline, superscript or subscript any items in the title.
2. Do not include authors in the title. If you enter authors in the title, they will be removed.
3. Do not include institutions in the title. If you enter institutions in the title, they will be removed.
4. Capitalize the first letter of all major words in the title as well as articles and conjunctions of four letters or more.
5. It is not necessary to capitalize prepositions four letters or longer in headings.
6. Do not use abbreviations in the title. Abbreviations may be used in the abstract body.
7. Do not end the title with a period.
8. If the title contains more than one statement, use only one space after a period or colon.
9. Do not use a comma before “and” in a series.
10. Use a comma for number 1,000 and above.
11. Substitute a colon for a dash/hyphen except when using prefixes.
12. Do not use quotation marks in a title.
13. Hyphenate the first prefix word when there is more than one prefix word used such as Non-Anti...

B. Abstract Categories

1. Submit an abstract to one of the below categories, based on area of research:

    - Acute Coronary Syndromes
    - Arrhythmias and Clinical EP
    - Heart Failure and Cardiomyopathies
    - Prevention
    - Valvular Heart Disease

2. Abstracts submitted to a category that do not match the subject matter of the abstract may be given a low score from reviewers.

C. Institutions and Authors *(Responsible Institutions)*

1. For the Primary Author, list the complete name including a full first name and initials. Multiple word first names should be placed in the "Primary Author First Name" field.
2. **Please use English characters when entering names** and eliminate any non-English characters such as tildes and umlauts.
3. Do not include title, degrees, or suffix in the "Primary Author Last Name" field.
4. Enter additional authors into the "Additional Authors" field. Use the following format: First Name Last Name, First Name Last Name, etc.
5. List author group groups in the "Additional Authors" field only for the name of an investigating team or if you have more than 9 co-authors.
6. The submitting author will be notified about the outcome of the review and selection process.

D. Abstract *(Important Issues)*

1. Visit (insert link to site) to submit your abstract.
2. Abstracts MUST conform to specific size limits or they will remain in an incomplete status and will not be reviewed. Your abstract may not contain more than 1,900 characters, **not including spaces**. A graphic or table equals 600 characters and is included as part of the 1,900-character limit.

Abstract Body/Text

1. You may use five unique abbreviations in the body of the abstract. Spell out the complete phrase followed by the abbreviation in parentheses the first time the abbreviation is used. Abbreviations are *not* allowed in the title of the abstract.
2. Do not include the title in the abstract body.
3. Do not include authors and institutions in the abstract body. Any author or institution names included in the body will be removed.
4. The abstract must be presented in the following sequence, using the headings listed:
   Background: In an initial paragraph, provide relevant information regarding the background and purpose of the study, preferably in no more than one or two sentences.
   Methods: Briefly state the methods used.
   Results: Summarize the results in sufficient detail to support the conclusions.
   Conclusion: State the conclusions reached. It is not satisfactory to state "the results will be discussed."
5. Please proofread carefully for factual, spelling, and size errors. If published, the abstract

will appear exactly as the online system confirmation shows.

Clinical Implications

1. In one sentence, state the main clinical implications (or significance) of your study.

Tables

1. You may include a table in a separate file that you upload.
2. Tables should have a file type of “gif”, “jpg”, or “jpeg”. Even though the abstract system may allow you to upload a graphic with a different file type those graphics will not be reviewed or reproduced if the abstract is selected.

Graphics

1. Graphics should be high resolution and have a file type of “gif”, “jpg”, or “jpeg”. Even though the abstract system may allow you to upload a graphic with a different file type those graphics will not be reviewed or reproduced if the abstract is selected.
2. Please upload graphics or images as a separate attachment if you wish to include them with your abstract.
3. Please keep in mind that large and or complex graphics may not be readable in print or electronic formats.

Disposition/Notification of Acceptance

You will be sent a notification with the status of your submission via email Friday, October 12, 2018 and directed to provide disclosure and registration information if accepted.

Withdrawals

To withdraw an abstract, email Shawn Thomas at sthomas@acc.org and provide her with the title of the abstract, as well as the primary author’s name. Your notification of withdrawal must be received by **Friday, November 2, 2018**.