

AMERICAN THORACIC SOCIETY

ATS 2018

Call for Abstracts

*Step-by-step instructions on how to
submit an abstract*



ATS 2018

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San Diego, CA
May 18 - May 23



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Author Disclosure

Presenting author (submitter) must complete the author disclosure form

- To begin your abstract submission, click on Author Disclosure at the top left corner.

- Make sure to complete PARTS 1-6 of the disclosure form. You must Finalize & Submit your disclosure to complete your author disclosure form.



Author Disclosure

Presenting author (submitter) must complete the author disclosure form

- Once you have finalized your author disclosure form, you may start your ATS 2018 abstract submission by clicking on [ATS 2018 Submission](#) in the top menu.

The screenshot shows the top navigation bar of the ATS 2018 website. The navigation bar is black with white text. The items are: Author Disclosure, **ATS 2018 Submission** (highlighted with a red box), Main Menu, Help, and Log Out. Below the navigation bar, the text reads: "DISCLOSURE ID: 113". The main content area is white and contains the following text: "Thank you for submitting your Author Disclosure Form." followed by "Your disclosure has been electronically transmitted." in red. Below that, it says: "To begin your abstract submission click on the **ATS 2018 Submission** link in the top navigation bar."



Abstract Submission

Abstract Type- Scientific Abstract or Case Report



Begin your abstract submission by first 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.

ATS 2018 INTERNATIONAL CONFERENCE San Diego, CA May 18-23, 2018			
SCIENTIFIC ABSTRACT	View Submission Instructions	New Abstract Submission	Deadline: Wednesday, November 1, 2017 (5 pm EST)
CASE REPORT	View Submission Instructions	New Case Report Submission	Deadline: Wednesday, November 1, 2017 (5 pm EST)



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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**.

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TITLE

Enter the title in the box below and use the following style guidelines:

- First letter of each word in title should be capitalized, not including prepositions.
- Do not use ALL CAPS in title.
- Do not **bold**, underline, or *italicize* any words in the title.
- Do not enter the title with a period (.)
- Do not include the authors, institutions or body of the abstract within the title area.
- When using abbreviations, spell out in full at first mention, followed by the abbreviation in parenthesis.

Correct Title Format - Example:
This Is a Properly Formatted Abstract Title

Please click Save and Continue at the bottom of the page to save your work and move ahead to the next step. After you have done that, you can return to a previous step by clicking on the step name on the left hand side of your screen. Do NOT use the browser's back button.

Enter your Title Below:

BEC¹² Variants for Gene Associated with Asthma

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

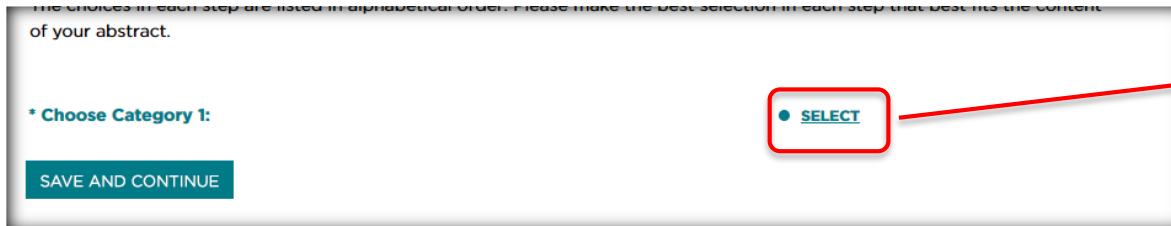
Select one of the following: **Adult** or **Pediatric**

Step 3: Subclassification

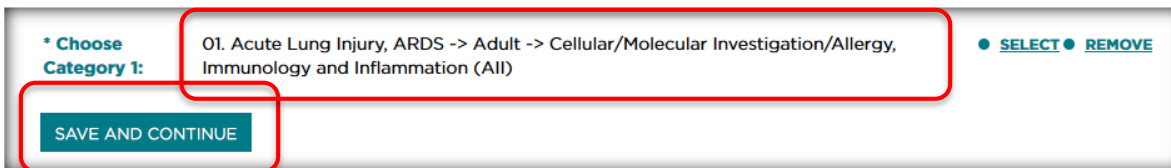
Select the best fit for the type of research reported in the abstract. [Click here](#) for more information on subclassifications.

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



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

The screenshot shows a navigation menu on the left with the following items: TITLE (checked), CATEGORY (checked), PRESENTATION PREFERENCE (selected and highlighted with a dark arrow), AUTHORS, ABSTRACT AFFIRMATIONS, PRESENTER AFFIRMATIONS, ABSTRACT, and REVIEW MY WORK. The main content area is titled '* PRESENTATION PREFERENCE' and contains the text: 'Please indicate your presentation preference below.' Below this is a paragraph: 'Please click Save and Continue at the bottom of the page to save your work and move ahead to the next step. After you have done that, you can return to a previous step by clicking on the step name on the left hand side of your screen. Do NOT use the browser's back button.' A red box highlights a section titled 'Choose Presentation Preference (Required)' which contains a dropdown menu with 'Please Select' and a 'SAVE AND CONTINUE' button.

- Click [SAVE AND CONTINUE](#) to continue to the next step → Authors.



Abstract Submission

Authors & Study Groups

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.



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Abstract Submission

Authors & Study Groups

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.

Author Information

[EDIT](#) Ho Young Hung American Thoracic Society, New York, NY, United States

[Add Author](#) [Add a Group](#)

[SAVE AND CONTINUE](#)

Can't find your author? [Enter your author here!](#)

Institution	City	State	Country
...c.org American Thoracic Society	New York	NY	USA

[Add](#)

*** = required**

Author

Salutation/Greeting:

* First Name:

2nd Initial:

* Last Name:

* Degree:

Institution

Department:

* Institution:

* Institution City:

State/Province (If US/Canada):

* Institution Country:

Contact Information

* Email Address:

* Please Confirm Email Address:

Additional Information

Gender:

Please Select

[SAVE AND CONTINUE](#)



Abstract Submission

Authors & Study Groups

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](#).

Author Information

● EDIT	Ho Young Hung	American Thoracic Society, New York, NY, United States
● EDIT X REMOVE	Test First Name Test Last Name	American Thoracic Society, New York, NY, United States
● EDIT X REMOVE	Nancy Guerrero	American Thoracic Society, New York, NY, United States

[Add Author](#)

[Add a Group](#)

[Change the Order these Author \(s\) are listed](#)

[SAVE AND CONTINUE](#)

Please add the name of the study group below:

Sample Group Name

[SAVE AND CONTINUE](#)

[Return to Edit Author Block Page](#)



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Abstract Submission

Authors & Study Groups

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.

Author Information

EDIT	Ho Young Hung	American Thoracic Society, New York, NY, United States
EDIT REMOVE	Test First Name Test Last Name	American Thoracic Society, New York, NY, United States
EDIT REMOVE	Nancy Guerrero	American Thoracic Society, New York, NY, United States
EDIT REMOVE	Sample Group Name	
Add Author	Add a Group	Change the Order these Author (s) are listed

[SAVE AND CONTINUE](#)

To re-arrange the order of your authors, excluding Study Group Name, select new place numbers for each author. After you have selected, you will be asked for additional contact information regarding your new selection. **Study Group Name must be listed last.**

Choose the Order for Each Author

1. Ho Young Hung, American Thoracic Society, New York, NY, United States
2. Test First Name Test Last Name, American Thoracic Society, New York, NY, United States
3. Nancy Guerrero, American Thoracic Society, New York, NY, United States
4. Sample Group Name

[SAVE AND CONTINUE](#)



Abstract Submission

Abstract Affirmations

The submitter must complete affirmations 1-8 to continue to the next step → Presenter Affirmations. Once complete, click [SAVE AND CONTINUE](#).

- TITLE
- CATEGORY
- PRESENTATION PREFERENCE
- AUTHORS
- ABSTRACT AFFIRMATIONS**
- PRESENTER AFFIRMATIONS
- ABSTRACT
- REVIEW MY WORK

ABSTRACT AFFIRMATIONS

You will not be able to complete your submission without completing the Affirmations 1-8 on this page.

1. Basic Science Core Track
Select "YES" if the abstract fits within the topic of "**Mitochondrial Dysfunction as a Driver of Lung Disease**" to be considered for scheduling as part of the Basic Science Core Track at the 2018 International Conference.

Basic Science Core Track
Please Select ▼

2. Is your abstract directly related to health equality?

Related to Health Equality?
Please Select ▼

3. If the focus of your abstract is a rare lung disease, it may be eligible for inclusion in the ATS 2018 Rare Lung Disease Guide for conference attendees. Would you like to be considered?

Rare Lung Disease Guide
Please Select ▼

If yes, enter the name of the rare lung disease in the box below:

4. Funding Source:
Please provide funding source below. Compliance with this rule is a prerequisite for review. Abstracts of research funded by tobacco industry sources (whole or in part) will not be considered. If you have no specific funding source please type "None" in the box below.

Funded by

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Abstract Submission

Presenter Affirmations

The submitter must complete affirmations 1-8 to continue to the next step → Abstract. Once complete, click [SAVE AND CONTINUE](#).

- TITLE
- CATEGORY
- PRESENTATION PREFERENCE
- AUTHORS
- ABSTRACT AFFIRMATIONS
- PRESENTER AFFIRMATIONS**
- ABSTRACT
- REVIEW MY WORK

AFFIRMATIONS FOR PRESENTING AUTHOR
You will not be able to complete your submission without completing the Affirmations 1-8 on this page.

1. Is the Presenting Author an ATS member?

ATS Member?
Please Select

If yes, select your primary Assembly affiliation from the list below: (Select "None" if you do not have an affiliation.)
Please Select

2. Does the Presenting Author have a nursing degree of any kind?

Nursing Degree?
Please Select

If No, Do any other authors on this abstract have a nursing degree of any kind?
Please Select

3. Is the Presenting Author a first or second year fellow?

Fellow?
Please Select

4. Is the Presenting Author a student or in training?
(Predoctoral student, employed in a housestaff training program, or in post-doctoral training program.)

Student or in training?
Please Select

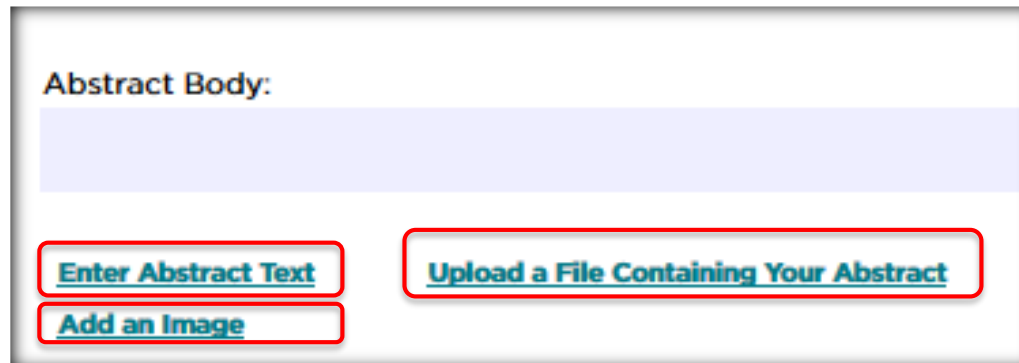
5. Is the Presenting Author an Early Stage Investigator?



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 Body:

[Enter Abstract Text](#) [Upload a File Containing Your Abstract](#)

[Add an Image](#)



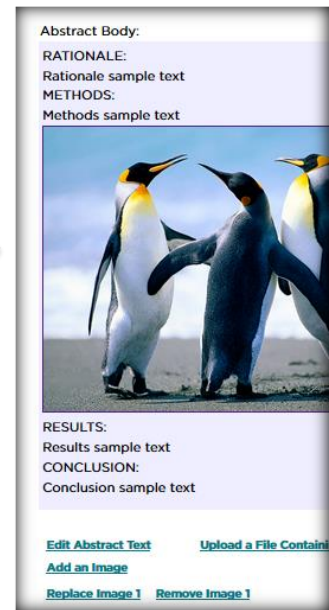
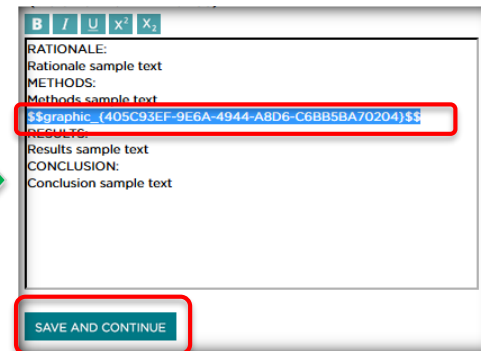
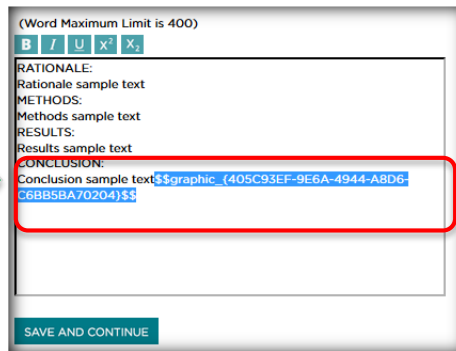
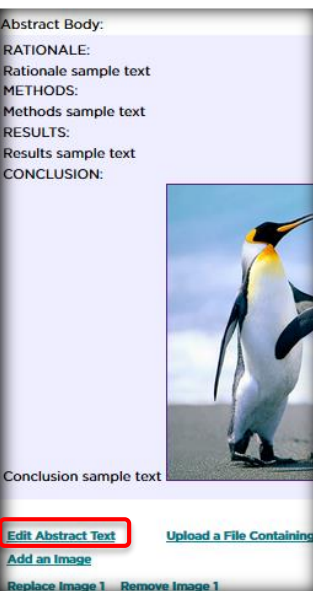
Abstract Submission

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.

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 \$\$ 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.



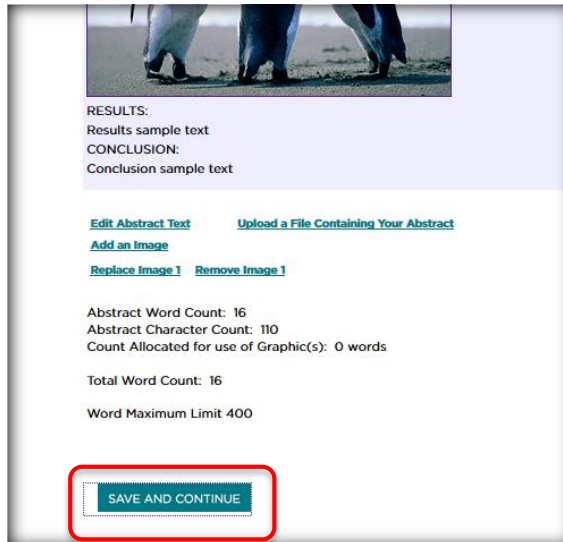
Note: Image/Graph must be legible for review. An image with multiple images will not be published with the abstract.



Abstract Submission

Preview & Finish

- Once you have finished entering your Abstract Body, Click [SAVE AND CONTINUE](#) to review your work and submit your abstract



RESULTS:
Results sample text

CONCLUSION:
Conclusion sample text

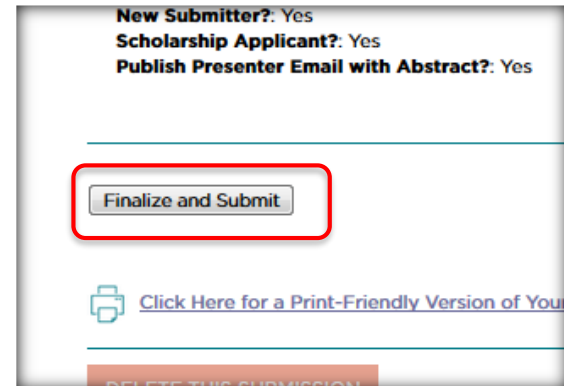
[Edit Abstract Text](#) [Upload a File Containing Your Abstract](#)
[Add an Image](#)
[Replace Image 1](#) [Remove Image 1](#)

Abstract Word Count: 16
Abstract Character Count: 110
Count Allocated for use of Graphic(s): 0 words

Total Word Count: 16
Word Maximum Limit 400


[SAVE AND CONTINUE](#)

- Carefully review your work. Scroll down and click on [Finalize and Submit](#) to submit payment.



New Submitter?: Yes
Scholarship Applicant?: Yes
Publish Presenter Email with Abstract?: Yes

[Finalize and Submit](#)

 [Click Here for a Print-Friendly Version of Your](#)

[DELETE THIS SUBMISSION](#)

- 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.

INCOMPLETE

Abstract is in progress.



COMPLETED

All abstract steps have been completed, but abstract has NOT been successfully submitted.



FINALIZED

Abstract has been **SUCCESSFULLY SUBMITTED.**



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