



Young Investigator Award (YIA) Abstract Submission Instructions

All submitting authors must file up-to-date disclosures in order to enter the science submission system. After submitting a disclosure, there are ten major steps necessary to complete the ACC online submission system. The steps are listed in the order you will find them in the system. Each step has tips to help you successfully complete each item. Please proofread and spellcheck your submission carefully.

The ACC employs a “single sign-on” process, which will improve the efficiency of the submission process. Please do not create a new ACC account if you already have one. Only one account is allowed per user in order to offer you high-quality services. Contact the Resource Center at resource@acc.org or 800-253-4636, ext. 5603, if you are unsure whether you have an account.

Once you have signed in, the submitting author's name, ID number, city/state/country and institution will automatically prepopulate the submission system with your information from the ACC's database and cannot be changed once the abstract is submitted. If you would like to change it, go into My Account before creating a submission. The submitting author's name entered in the passgate system **MUST** be the author who will present the abstract/LBCT/challenging case if selected. Notification of acceptance will be sent to this person. During the YIA acceptance process in October there will be an opportunity to change presenter author information, if circumstances warrant.

All submitting authors must file disclosures before submitting your research on the [ACC's Disclosure Website](http://disclosures.acc.org) (<http://disclosures.acc.org>). Disclosures are only needed for yourself and the lead investigator. You will be asked to identify the lead investigator during the submission process. Abstracts will be considered “complete” without completed disclosures and will go to review as long as all other submission elements are complete. You do not need to take any action at this stage; ACC staff will contact coauthors separately to obtain these disclosures as a condition of submission. All disclosures need to be completed by January 12, 2018. Failure to provide disclosure information by the January 12, 2018 deadline will result in the removal of an accepted abstract from the program.

Ten Steps for Completing Your Submission

1. Select an activity for your submission. Investigators should submit each piece of research to only one activity: ACC Abstract, Young Investigator Award, Late-Breaking Clinical Trial, Challenging Case, FIT Clinical Decision-Making Case or Cardiovascular Team Case. If you submit the same abstract or case to more than one activity, only the most recently completed submission will be saved.
2. Agree to the terms and conditions for submitting research and create a title.
3. Select a category relating to the topic of your submission. Note: Be sure to view all categories listed before making your selection!
4. Enter up to two keywords (this is not required for challenging cases).
5. Enter your institution information.
6. Enter your author information.
7. Enter or upload the body of the abstract, LBCT or case as applicable.
8. Enter your preference to present this abstract in a poster presentation format. (not required for YIA, LBCTs or Challenging Cases, as all are presented orally)
9. Enter your payment information for the processing fee (not required for YIA).



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10. Review your work! Make sure all steps are complete and print a copy of the submission for your records. You may go back into the system and edit a submission until the deadline. There will be no edits allowed after the submission deadline.

Web Browsers

ACC recommends using Internet Explorer for Windows for optimum results. For Macintosh users we recommend Internet Explorer 7/8 or Safari 3. In order to guarantee your submission appears exactly as you intend, you must set your Web browser encoding to:

Microsoft Internet Explorer: Western European (ISO) To verify the setting, touch "View," then "Encoding" from the menu bar at the top of the screen.

Please note:

1. Asian and Eastern European submitters may not see characters that are misinterpreted by the abstract system unless the encoding/coding is set properly.
2. Macintosh users may have different encoding choices than those listed above.

All Users

1. Salutations are only used in correspondence. Please select the version that is appropriate from the choices in the pull down menu.
2. Please use English characters when entering your name and eliminate any non- English characters such as tildes and umlauts.
3. Names and initials should be properly capitalized. Names should not be all upper or lower case.
4. Punctuation (a period) is added to all initial fields. The fields for initials do not need to be filled in unless you want an initial included as part of your name in the final program. Only this first initial will be published. You may use as many or as few as you wish. Leave unused initial fields blank if you do not use them.
5. Suffix is the field used to distinguish intergeneration names. Examples are Jr. (Junior), Sr. (Senior), and III (third). Most individuals will leave this field blank.
6. Email addresses are not validated for correctness. Please make sure the address is properly formatted with no spaces, only one @ sign, and only periods (.) not commas (,).
7. Phone and fax numbers should be provided which will allow ACC staff members to contact you during daytime hours from the Washington, D.C., metropolitan area.
8. ACC is implementing a "single sign-on" process again this year to improve the efficiency of the registration process. The name entered in the passgate system MUST be the author who will present the abstract or case if selected. This information will automatically prepopulate the submission system. Notification of acceptance will be sent to this person. During the YIA acceptance process in October, there will be an opportunity to change presenter author information, if so desired.
9. Please do not create a new ACC account if you already have one. Only one account is allowed per user in order to offer you high quality services. Contact the Resource Center (resource@acc.org or 800-253-4636, ext. 5603), if you are unsure whether you have an account. You must also file disclosures under this same account by going to the ACC's disclosure website in order for your submission to be considered for presentation.



Entering Abstract Submissions

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. Do not use the "Enter" button in your title. This action will add hard returns, which are not allowed.
5. Capitalize the first letter of all major words in the title as well as prepositions, articles, and conjunctions of four letters or more.
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...
14. For more information about title guidelines see the Style and Editing Guidelines at the bottom of this page.

Keywords

1. Enter up to two keywords.
2. Only one keyword is required.
3. Leave unused/unneeded keyword fields blank.
4. Do not enter the same keyword more than once.

Institutions and Authors (Responsible Institutions)

1. List the complete name including a full first name and initials. Multiple word first names should be placed in the "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 "Last Name" field.
4. Do not enter more than one author in each "First Name" or "Last Name" field. If this is done, you will be contacted to correct this entry.
5. If more than one abstract is submitted, please spell authors in exactly the same manner. This is important when indexing all authors in the listing in the Final Program.
6. Use the author group field only for the name of an investigating team. This is typically something like "Investigators for ACC." Do not use the author group to list individual authors. If this is done, you will be contacted to correct this entry. Authors entered as an "Author Group" will not be listed in the author index of the onsite programs.
7. The author order is the order that authors will be listed in publications if the abstract is selected for presentation.



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8. The contact information is not used as part of the institutions listed in any abstract publication. Institutions are entered in a separate area.
9. The submitting author will be notified about the outcome of the review and selection process.

Abstract: Important Issues

1. 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 a table created with the table generator, equals 600 characters and is included as part of the 1,900 character limit.
2. Use the standard Times New Roman font for text and Symbol font for symbols (DO NOT USE A THIRD-PARTY SYMBOL FONT!); any other fonts will not be accepted. Set all text as flush left, unjustified, and wrapping text as you type. Do NOT place hard returns at the end of each line.

Abstract Body/Text

1. You may type the body of the abstract directly into the space provided for the abstract body or upload this information. Do not embed graphics or images in a file you intend to upload. They must be uploaded separately.
2. You may include a table in the body of the abstract by uploading a word processing document that has a table in it. This cannot be a table linked to a spreadsheet.
3. 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.
4. Do not include the title in the abstract body. The title will be collected in the Title Section.
5. Do not include authors and institutions in the abstract body. This data will be collected in the Author Section.
6. The abstract must be presented in the following sequence, using the headings listed: (These headings have been setup in the abstract body text for you.)
 - a. 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.
 - b. Methods: Briefly state the methods used.
 - c. Results: Summarize the results in sufficient detail to support the conclusions.
 - d. Conclusion: State the conclusions reached. It is not satisfactory to state "the results will be discussed."
7. Please proofread carefully for factual, spelling, and size errors. If published, the abstract will appear exactly as the online system confirmation shows.

Tables

1. You may include a table in a file that you upload or create it online using the table generator.
2. It is recommended you create the table in your word processor then use the file upload feature to transfer document to the abstract site. Table generation in a word processor is much easier to accomplish than using the table generator.
3. Do not embed a spreadsheet within your document. Even though it appears as a table, you will not be able to upload the file. You may copy the table from a spreadsheet and then paste it into



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the word processor as a table instead of a linked spreadsheet. If you are not certain you have done this correctly, please contact technical support at 217-398-1792.

4. A table equals 600 characters and is included as part of the 1,900 character limit.

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. Do not submit tables as graphics.
3. Do not embed graphics or images in a file you intend to upload. Use the separate graphic upload feature if you wish to include a graphic/image.
4. Please keep in mind that large and or complex graphics may not be readable in the abstract supplement of JACC.
5. There should be no “white space” or border around the graphic.
6. A graphic equals 600 characters and **is included** as part of the 1,900 character limit.