Ten Steps for Completing Your Submission

The ACC is currently accepting submissions for the Young Investigator Awards. All submitting authors must file up-to-date disclosures on the ACC's Disclosure Website in order to enter the submission system.

Login to the submission system using your ACC username and password. Your name and ID number will automatically pre-populate the system. The submitting author's name must be the author who will present the abstract/case/LBCT, if selected. Notification of acceptance will be sent to this person.

1. Select an activity for your submission. Investigators should submit each piece of research to only one activity: Abstract, YIA, LBCT, 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).
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.

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 online/mobile program planner systems.
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.
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 save an image of it to upload. Table generation in a word processor is much easier to accomplish than using the table generator.
3. Word documents can no longer be uploaded to the submission site, so any tables or graphs you

create will need to be saved as an image and uploaded by using the "Add an Image" button on the "Abstract" tab of the submission site.

4. 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 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.

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

Clinical Implications

1. In a couple sentences, state the main clinical implications (or significance) of your study.
2. This information may be used as discussion points in educational activities at ACC.18.

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.

When Is a Submission Considered Complete?

Submission is complete and ready for submission when, in the "Review My Work" section, you see the words "This submission is complete." It is only submitted to reviewers after the deadline date. You may update or make changes to your abstract up until 11:59 p.m. EST on Monday, September 10, 2018. The date your submission was last edited may be found in the Review My Work Section next to the words "Current Date/Time". This will change each time there has been an alteration.

Revisions

Revisions to your submission can be made until the date listed above. No changes will be accepted after this date. This includes adding authors to your author block. If any changes are made prior to the

deadline, you must select "Review My Work" from the menu on the left. Make certain that you see the words "This submission is complete."

Changing Presenting Authors

If your abstract is selected for presentation, you may change the presenting author to any author listed on your abstract. You may not change the presenting author to someone who is not listed on your submission and you may not add authors after the submission deadline. Presenting author changes can be made up until ACC.19. However, if you would like these changes to be reflected in the published version of your abstract, you must notify Kristin Robertson (kroberts@acc.org) by no later than Wednesday, January 3, 2019.

Disposition/Notification of Acceptance

You will be sent a notification with the status of your YIA submission via email the week of October 5, 2018. Authors can also check the status of their submissions by visiting the ACC.19 site and logging into their accounts.

Withdrawals

To withdraw a submitted abstract, written notification must be sent to ryoung@acc.org. This notification must include the title, authors and affiliations (as submitted), the control number, and the name, affiliation, phone, fax and e-mail of the submitter. We recommend using the summary page as part of this notification.

In order for an accepted abstract to be withdrawn and **not** appear in publications, notification must be received by Friday, January 11, 2019.

Fee Schedule for Presenters

1. There is a $39 (USD) nonrefundable processing fee for each ACC abstract submitted, payable online by credit card only. YIA abstracts may be submitted at not cost.
2. If a person is both an abstract presenter and an invited speaker, the registration fee is waived.