

ASPO 2018 Abstract Submission Guidelines

- **Submission Deadline:** Midnight, November 1, 2017, PST
 - You may revise your abstract until Midnight, November 1, 2017, PST.
- **Program Theme:** The ASPO 2018 program will center on the theme of “Surgery and Surgeons of the Future”. Submissions which deal with this theme are encouraged!
- **Submission Formats:** You may submit your abstract for any/all of the following formats:
 - Podium Abstract Presentation
 - Quickshot Abstract Presentation
 - **Back by popular demand!** Quickshot presentations will again be part of the ASPO program. The Quickshot Presentation format includes a 3-minute presentation and 1 minute of transition time.
 - These quick presentations are great for a case that needs to have a video to be interesting or when the information to be presented does not need 4 minutes of background. It gets right to the “meat” of the idea!
 - Poster Abstract Presentation
 - Mini-Seminar / Panel Proposals – *Separate Submission Form, Due 10/13/17*
 - Video Presentation – *Separate Submission Form, Due 3/23/2018*
- **Abstract Requirements:**
 - Abstracts are limited to 250 words, no tables or graphics.
 - Structured abstracts are required for Podium and Quickshot presentations (http://www.nlm.nih.gov/bsd/policy/structured_abstracts.html).
 - Please use the IMRAD format with an Introduction (including objective), Methods, Results, and Discussion.
 - Structured abstracts are encouraged, but not required for poster presentations.
 - Unstructured abstracts will be considered only for poster presentations.
 - *Please do not:*
 - Show title or author information in the Abstract body.
 - Show department or institution information in the Abstract body or references to a hospital, medical center, city of origin, or any other phrase which could be used to identify the authors.
 - Acknowledge research grant support in the Abstract body.
 - Use capitals, highlighting, bolding or underlining for emphasis within the Abstract body.
- **Author limit:** There is a limit of 3 abstract submissions per primary author. There is no limit on senior or contributing authors.

- **Confirmation email:** After submitting your abstract, you will receive a confirmation email, which includes an abstract ID number.
- **Duplicate publication:** The Program Committee will withdraw abstracts if the material in the abstract has been:
 - Submitted for publication prior to Midnight, November 1, 2017, PST or
 - Presented previously at another national or international meeting prior to April 2018 or
 - Published prior to April 2018.
 Since ASPO is a COSM society, it will uphold the COSM policy for duplicate presentation. The penalty for duplicate presentation/publication is prohibition from presenting at a COSM society meeting for 3 years.
- **Withdrawal of abstract:** Abstracts may be withdrawn prior to Midnight, November 1, 2017, PST through this website using “My Dashboard”. If you wish to withdraw your abstract after it has been accepted, email the Program Chair (peggy.kelley@childrenscolorado.org); however, abstracts withdrawn after acceptance will not be removed from the published abstracts on the ASPO website and/or the printed program.
- **Review of abstracts:** Abstracts are reviewed anonymously by the Program Committee. The abstract should include an objective, methods, and results in sufficient detail to support the conclusion(s). Statements such as “results will be described” should be avoided.
- **ASPO Financial Disclosure Policy:** It is the goal of ASPO to promote scientific integrity and transparency. Authors who fail to disclose conflicts of interest in the submission form, acceptance email, and/or presentation, will be censured at the discretion of the ASPO board. All authors will be considered equally responsible.