

## INSTRUCTIONS FOR ABSTRACT SUBMISSION

**Deadline: Monday, November 20, 2017, @ 11:59 p.m. (EST)**

The 138<sup>th</sup> Annual Meeting Abstract Submission Site is now open. The Program Committee reminds the Fellowship that the material deemed appropriate for presentation before the *American Surgical Association* should have the following characteristics:

- Original, new and significant scientific work.
- Major updates and/or significant follow up on established procedures and/or research—for example, material which extends a previously presented and/or published original database (a good rule might be expansion by 50% or more) or which analyzes the original database in a different way in order to prove or disprove a different hypothesis. Please note that follow-up studies based on previously reported databases should significantly extend the findings; follow up studies with more patients that merely confirm previous findings are not considered significant. Furthermore, previous presentations and/or manuscripts reporting the original database must be referenced.
- Additional definition of previous studies that modify in a major way an understanding of techniques or prior research.
- The submitted abstract should not be similar to work submitted to, or under consideration by, other organizations and/or journals.
- The author must notify the Program Committee **at the time of abstract submission** of any prior presentation and/or publication of the material submitted.



### **IMPORTANT NOTES:**


- The submission and acceptance of an abstract constitutes a commitment by the Author(s) to present the material at the ASA Annual Meeting. The work must **not** have been submitted, presented, or published in abstract or manuscript form elsewhere prior to the ASA 138<sup>th</sup> Annual Meeting in April 2018. ***Failure to meet this requirement without prior approval of the Association will be cause for rejection of the submitted work and may jeopardize future acceptance of abstracts for presentation and/or publication.*** The ASA Council regards seriously adherence to the submission/presentation policy for all authors. Any questions should be addressed to the Secretary of the Association.
- Abstracts must be authored or co-authored by a Fellow of the Association; abstracts sponsored by an ASA Fellow in name alone are not acceptable. All authors named on an abstract must have participated in the abstract's research, analysis of data, and writing, be familiar with the presented data, and agree with the results as stated.



### **ABSTRACT PREPARATION**

Abstracts submitted must adhere to the following specifications to be considered for presentation at the 138<sup>th</sup> Annual Meeting:

- Abstracts are to be authored or co-authored by a Fellow of the Association. The ASA Fellow must be a *contributing* author; an abstract for which the ASA Fellow is serving only as sponsor is not acceptable.
- Abstracts must be limited to 250 words.
- No reference should be made on or in the abstract to the names or institutions of the authors.
- A table, image or figure may be used within your abstract. Each graph, table or picture included in the abstract counts for 25 words.

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## CATEGORY INFORMATION

Abstracts should be placed in one of the following FOURTEEN CATEGORIES:

### **BASIC SURGICAL SCIENCE** (to include laboratory experimentation)

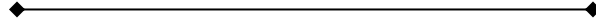
- A. Basic Science

### **CLINICAL SURGICAL SCIENCE** (to include clinical data derived from retrospective, prospective and randomized studies regarding treatment outcomes and other types of clinical translational research)

- B. Clinical Burns/Trauma/Acute Care
- C. Clinical GI
- D. Clinical Cancer
- E. Clinical Pediatric Surgery
- F. Clinical Transplantation
- G. Clinical Endocrine Surgery
- H. Clinical Plastic Surgery
- I. Clinical Cardiothoracic/Vascular
- J. Clinical Surgical Specialties (i.e. Urology, Neurosurgery, Other)

### **OUTCOMES ANALYSES IN SURGERY** (to include studies of efficacy of patient management protocols as they pertain to hospital, patient and financial outcomes and studies regarding educational and training strategies)

- K. Quality of Life and/or Patient-Reported Outcomes
- L. Outcomes Studies of Patient Management
- M. Education and Residency Training Issues
- N. Social and Ethical Issues in Surgery



## DISCLOSURE REQUIREMENTS FOR 2018

When submitting your abstract, you will be required to complete disclosure information for **all** authors.

- Disclose any **relevant** financial relationships for all authors listed in the author string. Relevant financial relationships for all authors' spouses/partners must also be disclosed. Specific definitions are included in the online submission process.
- Be prepared to speak with the Program Committee Chair to resolve any disclosed conflicts.
- In the event your work is selected for presentation, list all co-authors' disclosed relevant conflicts on a slide placed at the beginning of your presentation.

Per ACCME regulations, the American College of Surgeons disclosure process must ensure that anyone who is in a position to control the content of the education activity has disclosed to us all **relevant** financial relationships with any commercial interest **as it pertains to the content of the presentation**. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to resolve the conflict will be discussed with you. In addition, all co-authors' affirmative disclosures must be revealed by a slide at the beginning of the presentation. ***Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate, and may, for any or all co-authors, jeopardize future acceptance of abstracts for presentation.***

The ASA Council regards seriously adherence to the disclosure policy for all authors. Any questions should be addressed to the Secretary of the Association. The requirement for disclosure is not intended to imply any impropriety of such relationships, but simply to identify such relationships through relevant disclosure, and to allow the audience to form its own judgments regarding the presentation.

### **Manuscript Submission Requirement**

Acceptance of an abstract by the ASA Program Committee for presentation at the Annual Meeting assumes publication priority of the paper, pending editorial review, in the *Annals of Surgery*. Manuscript submission is **mandatory** upon acceptance to present at the meeting. The *Annals of Surgery* offers its authors a web-based manuscript submission and review tracking system called Editorial Manager, which allows for quick and efficient processing of your manuscript. Your manuscript must be submitted before the start time of the Scientific Session at which you are presenting, and only online submissions will be considered. ***Failure to meet this requirement may, for any or all co-authors, jeopardize future acceptance of abstracts for presentation and/or publication.***