



## 2018 Annual Scientific Meeting Abstract Submission Guidelines

### Important Information

- Abstract Submission Deadline: January 22, 2018 at 11:59 p.m.
- Submit all abstracts online here: <https://form.jotform.com/73063894701156>
- Notification to applicants: March 2, 2018
- Awards will be presented for top 3 abstracts

CARRA 2018 Annual Scientific Meeting abstracts will be published in a supplement to *Pediatric Rheumatology*. In order to facilitate the publication process, we require all abstracts to follow the CARRA Abstract Submission Guidelines. The guidelines and a sample abstract are provided below:

### Eligibility

#### Who is eligible to submit an abstract?

- Anyone may submit an abstract but at least one abstract author must be a current CARRA member.

#### What types of Abstracts are Eligible for Submission?

- Abstracts describing original basic, clinical science and quality/education related to pediatric rheumatology may be submitted.

#### What types of Abstracts are NOT Eligible for Submission?

- An abstract is ineligible for consideration if it reports work that has been accepted for publication as a manuscript (e.g. full-length article, brief report, case report, concise communication or letter to the editor, etc.) *prior to the CARRA submission deadline of January 22, 2018.*
- Abstracts that have been accepted for publication *prior to the CARRA submission deadline of January 22, 2018 are not eligible for submission.*
- Abstracts should not report results that have been previously presented at a CARRA Annual Scientific Meeting.
- The same study should not be submitted as multiple abstracts.
- Abstracts that appear as more than one version of a single study will be rejected.
- Case reports are not considered appropriate and will not be reviewed.
- Reviews of literature are not appropriate and will not be reviewed.

## Eligibility, Continued

### Information needed for submission (review the online form [prior to submission](#))

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- Submitter's contact information
- Abstract category
- All authors and affiliations
- Identification of any authors who are fellows or parents
- IRB approval confirmation
- Abstract (as separate attachment)
- For all abstracts that include details, images, or videos relating to an individual person, written consent for the publication of these details must be obtained from that person (or their parent or legal guardian in the case of children under 18).
- Willingness to present as oral presentation or poster

### What Categories are Eligible for Submission?

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- Basic/Translational Research
- Clinical Research
- Quality/Education

## Abstract Submission Instructions/Guidelines

### Abbreviations

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- Use standard abbreviations. [A list of acronyms for many common rheumatology terms](#) has been developed by an international group of rheumatology journal editors.
- Place special or unusual abbreviations in parentheses after the first time the full word appears.
- Do not abbreviate compounds in the title.
- Use numerals to indicate numbers, except when beginning sentences.

### Abstract Character Limit

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- Abstract Title Character Limit: 250 characters
- Abstract Body Character Limit: 2,750 characters, which EXCLUDES the title, names of authors/co-authors, authors' affiliations, spacing and IRB Approval/Consent Statements.
- Abstract Image, Table and/or Graphic Upload Limit: 3 images/figures/tables.
- References in the abstract body will be INCLUDED against the character count.
- Abstracts exceeding the character limit will be considered "incomplete"; abstracts marked "incomplete" at the close of the submission deadline will be ineligible for review.

### Abstract Title

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- Take special care when entering your title, as it will be published exactly as it is submitted.
- Titles should be brief, clearly indicating the nature of the presentation.
- Title character limit is 250 characters.
- Titles DO not count toward the character limit.
- Include only [commonly used acronyms](#) in the abstract title.
- Do not include a trial group name or acronym in the abstract title.

## Abstract Title, Continued

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- Registry names may be included in the title.
- Titles should be in bold, use mixed case (do not use all caps OR all lowercase) and do not put a period at the end of the title. For example:

Correct:

**This is a Properly Formatted Abstract Title**

Incorrect:

**THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE**

**This is an Improperly formatted abstract title**

**T his is an impro erly formatted abstract title.**

## Authors

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- Please consult with your co-authors on how they would like their names to appear prior to submission. There must be a consistent author naming convention.
- Format for authors should be first name, middle initials if required, and surname. Underline the name of the first author. A comma should separate author names. Where authors are from a number of different institutions, the appropriate institution numbers from the affiliation list should be given as a subscript number immediately after each author's name, e.g.:  
John Smith<sup>1</sup>, Susan Jones<sup>2</sup>, Bill Fisher<sup>3</sup>
- No changes in author information will be permitted after the submission deadline.

## Affiliations

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- Affiliations should be in the following format: Institution, City, State, Country
- Where there are multiple affiliations, each should be listed as a separate paragraph. Each institute should appear in the order used against the author names and show the appropriate subscript number, e.g.:
  - <sup>1</sup>University, City, State, USA
  - <sup>2</sup>University, City, State, Canada
  - <sup>3</sup>Company, City, State, Country

## Abstract Content

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- Organize content as follows:
  - Background: Background or Statement of Purpose
  - Methods: Methods, materials and analytical procedure used
  - Results: Summary of the results in sufficient detail to support conclusion
  - Conclusion: Conclusions reached (do not state "results will be discussed")
- Do not use technical words, laboratory slang, words not defined in dictionaries, or abbreviations or terminology not consistent with accepted guidelines.
- Refer to the list of commonly used acronyms for recommendations on acceptable terms for scientific communication.
- Define special or unusual abbreviations the first time they are used.
- Omit all names and geographical references in the body of the abstract.
- Abstracts with missing data will not be accepted.

## Consent, Ethics and IRB Affirmation

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- The Institutional Review Board is charged with protecting the rights and welfare of people involved in research. If your research involved human subjects, you will be required to check a box during the submission process to attest that you have received the appropriate IRB approval. **You must also include an approval statement at the end of the abstract.**
- For all abstracts that include details, images, or videos relating to an individual person, written consent for the publication of these details must be obtained from that person (or their parent or legal guardian in the case of children under 18). The consent must be for publication of their details under the Creative Commons Attribution License 4.0 (such that they will be freely available on the internet). **Abstracts including identifiable information about individual patients must include a consent to publish statement at the end of the abstract.** Authors can use their institution's consent form, or the [BioMed Central consent form](#). The consent form must state that the details/images/videos will be freely available on the internet and may be seen by the general public. The consent form must be made available to the Editor if requested, and will be treated confidentially. In cases where images are entirely unidentifiable and there are no details on individuals within the abstract, consent for publication of images may not be required. The final decision on whether consent to publish is required lies with the Editor of *Pediatric Rheumatology*.
- If abstracts do not contain relevant IRB and consent statements, where required, they will not be accepted.

## Tables, Images and Figures

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- Up to three tables, images and figures are allowed, and must be high resolution images (300 dpi or higher). The maximum allowable size of each is 2.5 MB.
- **Tables** should be numbered (e.g. Table 1) with a short, descriptive title. Tables should be included in the abstract where they are to appear. Tables must be cited/called out in the text. Formatting should be done using a word processing program to ensure that columns of data are kept aligned when the file is sent electronically. Tables must be editable and should not be submitted as an image. We ask that tables be kept to a minimum.
- **Figures and images** should be numbered (e.g. Figure 1) with a short, descriptive title. This text must form part of the text file and not the figure/image file. Figures must be cited/called out in the text. You must have permission to use figures and images. Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure must be inserted as a single, composite file (parts must not be separate graphical units). Do not include figures with embedded hyperlinks.
- A citation must appear in the text for every figure/table.
- All referenced or even mentioned figure/table files must be included in your submission.
- **IMPORTANT:** Images, tables and/or graphics exceeding the total limit of three (3) may be marked as "incomplete" at the close of the submission deadline and ineligible for review.
- Abstracts with missing data will not be accepted.

## Involvement of Individuals Not Listed as Authors

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- Names of all individuals who had a substantial role in the study or abstract presentation but are not included in the list of authors must be disclosed.
- For each individual, please describe the activities included in the activity or activities, the reason the individual is not listed as an author and the manner in which the individual's participation is being disclosed to the learner.

## Presentation Formats

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- Abstracts are considered for either oral or poster presentation. If your abstract can only be presented as a poster, please check the appropriate box during the submission process.
- The presenting author need not be the first author, but must be a listed author.
- As English is the designated language for the meeting, the presenting author is required to speak English when presenting.
- For oral presentations, only one author can present the abstract.

## Product Name Usage

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- The non-proprietary (generic/scientific) name should be used in your abstract.
- The proprietary drug name may appear once in parenthesis in the title only. It may not appear in the body.
- If a drug has not received FDA approval, only the non-proprietary name may be used in the title and abstract content.
- Failure to comply will result in disqualification of your submission.

## Withdrawals

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- All requests for withdrawal can only be made by the **presenting author** and must be submitted via email to: [info@carragroup.org](mailto:info@carragroup.org).
- Removal of a withdrawn abstract from the online supplement of *Pediatric Rheumatology* cannot be guaranteed if the request is received after **March 2, 2018**.

## Abstract Review and Notification

### Abstract Review

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- After the abstract submission deadline, completed abstracts will be peer reviewed.
- Incomplete abstracts cannot be processed and will not be reviewed.
- To ensure the integrity of the review process, revisions will not be accepted after the submission deadline – no exceptions.
- Abstracts will be peer-reviewed by a subsection of the CARRA membership, according to subject categories.
- All abstracts will be blinded for review, i.e. reviewed without knowledge of the author(s), institution(s) or disclosure information.
- Accepted abstracts will be selected as either a short oral presentation or a poster presentation.

### Abstract Acceptance/Rejection Notifications

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- CARRA will notify the presenting author of the status of their abstract in **early March**.
- The acceptance notification email will list the presentation format for each accepted abstract.
- It is the presenting author's responsibility to then notify all co-authors.
- **IMPORTANT:** The presenting author is the sole point of contact for all co-authors. CARRA will direct all co-author inquiries to the presenting author.

## Presentation Formats

### Oral Abstract Presentation

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- Oral presentations are 15-minute podium presentations.
- The presenter will have 12 minutes for presentation and 3 minutes for discussion.
- Oral abstract presenters will be required to send their final presentation in electronic format to [abstracts@carragroup.org](mailto:abstracts@carragroup.org) no later than **April 6, 2018**.
- All presentations will then be sent to the selected CARRA AV provider.

### Oral Presentation Slide Requirements

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- Slide #1 must be your title slide.
- Slide #2 must be your disclosure slide. Your disclosure statement should list all commercial relationships relevant to your specific talk. Disclosures must never include the use of a trade name or product group message.
- Do not reference any company/product brand names during your presentation. However, institution logos (e.g. non-company/product logos such as universities, non-profit associations and government agencies) are allowed in the body of your presentation.
- Abstracts must not contain any advertising, trade names or a product group message.
- Presentations should be in wide screen [16:9] format.

### Poster Requirements

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- Poster presentations facilitate one-on-one interaction between the presenters and attendees.
- Posters are grouped by topic and will be displayed in the poster area from **Thursday, April 12 at 10:00 a.m. – Saturday, April 14 at 9:00 p.m. (after the reception)**.
- Posters must be in horizontal format, no larger than 44" tall by 90" wide. Push pins to mount materials will be available onsite.
- A copy of the abstract must be incorporated into the poster or available as a printed handout.
- A section at the top of the poster must contain the Title, Authors and Affiliations.
- Sponsored abstracts may credit their sponsoring commercial entity in a **plain text** statement at the bottom of their poster. Product or company logos must never be used. Non-commercial institution (e.g. universities, non-profit associations and government agencies) logos MAY appear.
- Printing should be easily read from a distance of 3 – 4 feet. Use lightweight materials only; heavy articles are difficult to secure.
- **IMPORTANT:** CARRA will promptly remove all posters not picked up by 9:00 a.m. on Sunday, April 15. Unclaimed posters will not be stored by CARRA.



## Copyright Policy

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The CARRA 2018 Annual Scientific Meeting is a private event. Programs presented at the meeting are for the education of attendees. The information and materials displayed and presented during this meeting are the property of CARRA and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of Childhood Arthritis and Rheumatology Research Alliance and the presenter. Any use of the program content for commercial purposes, which includes, but is not limited to, oral presentations, audiovisual materials used by the speakers, and program handouts, without written consent of CARRA is prohibited. This policy applies before, during and after the meeting. CARRA will enforce its intellectual property rights and penalize those who infringe upon them.

## Photographs and Video Recording Policy

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As a courtesy to our presenters, CARRA policy does not permit photographs or recordings during educational sessions, including posters.

## Need Help?

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Questions can be directed to Nicole Dahms, CARRA Meetings and Membership Manager at [ndahms@carragroup.org](mailto:ndahms@carragroup.org) or 414-918-9822.

## Sample Abstract

Abstract title here in sentence case (no unnecessary capitalization), no underlining and no period at the end

Firstname A Lastname<sup>1</sup>, Firstname B Lastname<sup>2</sup>, Firstname C Lastname<sup>3</sup>

<sup>1</sup>University, City, State, Country

<sup>2</sup>University, City, State, USA

<sup>3</sup>Company, City, State, Canada

Please keep to the abstract word count of 2,750 characters.

The text in the abstract should not be more than 2,750 characters. Please use single line spacing and type the text unjustified without hyphenating words at the breaks. Use hard returns only to end headings and paragraphs, not to rearrange lines.

Greek and other special characters may be included. SI units should be used throughout. Abbreviations should be used sparingly and should be defined when first used.

Citations to references should be included in square brackets [1,2] and citations to any figures (Figure 1) and tables (Table 1) must also be included in round brackets.

Structured headings such as Background, Methods, Results and Conclusions must be added.

**Table 1.** Tables should be formatted using the "table function" in a word processing program, not created with tabs or submitted as an image or scan.

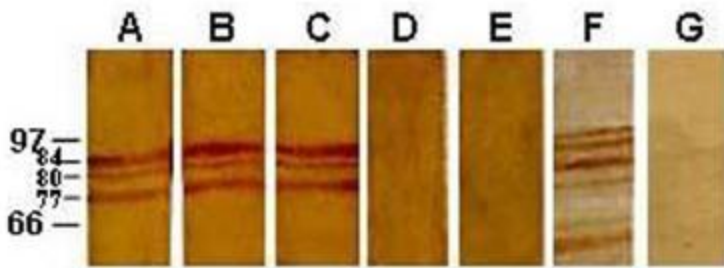
	X <sup>3</sup>	Y	Z	P*
Parameter 1	≤9	10-12	≥13	0.01
Parameter 2 <sup>b</sup>	1.20	1.07	0.98	0.0001
Parameter 3	a	b	c	0.05

Table 2. This table contains at least 3 identifiable pieces of patient data, and therefore this abstract requires patient consent to publish, and a statement detailing so. Case six requires parental consent as the patient is under 16.

Patients	Age	Sex	Height (cm)	Weight
Case 1	59	F	150	85
Case 2	40	M	184	92
Case 3	30	F	156	52
Case 4	68	M	180	81
Case 5	90	M	168	75
Case 6	14	F	165	64

Figure 1. Figure titles and legend must form part of the text file and not be part of the image. Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure (even if made up of parts) must be inserted as a single, composite file.





#### Trial registration

Current Controlled Trials ABC12345

#### Ethics Approval

If the abstract discusses studies involving human subjects, human material or human data, or involving animals, an ethics statement should be included. E.g. The study was approved by XYZ Institution's Internal Review Board, approval number 12345.

#### Consent to Publish

If the abstract contains details relating to individual participants such as three or more identifiable pieces of information (age, gender, diagnosis, weight, height etc.) written informed consent for the publication of these details must be obtained from the participants. A statement to this effect should appear at the end of the abstract. E.g. Informed consent to publish has been obtained from this patient. If the patient is deceased consent for publication should be obtained from the next of kin and if the patient is under 16 consent should be obtained from the parent or guardian. The full guidelines for consent statement can be found here:

<http://www.biomedcentral.com/about/editorialpolicies>.

#### References (not mandatory for abstracts)

1. Lastname A, Lastname B, Lastname C. Title of journal article. Journal Medicine abbreviation. Year; Volume:first page-last page.
2. Lastname E. Title of book chapter. In: Lastname F, editors. Name of Book. Volume 2. 2<sup>nd</sup> Edition. Place: Publisher; Year. p. first page-last page.