



Abstract Submission Guidelines

Version Date: September 21, 2023

Important Information

- **Abstract Submission Deadline:** December 4, 2023 at 11:59 p.m. EST
- Submit all abstracts online here: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=JIXJZAKE>
- Notification to applicants: February 9, 2024
- Final presentations and posters due: March 4, 2024
- CARRA Virtual Annual Scientific Meeting: March 18, 2024
- **Awards** will be presented for top 3 abstracts, including a trainee award

CARRA 2024 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/translational research, clinical research, quality improvement, implementation science or educational research projects related to pediatric rheumatology may be submitted.
- All CARRA and/or CARRA-Arthritis Foundation (AF) Grants awarded prior to December 2022 are required to submit an abstract (unless final abstract/results already reported at previous CARRA meeting). Contact abstracts@carragroup.org with questions about your grant and abstract submission requirements.

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 December 4, 2023.*

Eligibility (continued)

- Abstracts should not report results that have been previously presented at a CARRA Annual Scientific Meeting. Abstract acceptance and presentation of the same content at other meetings (i.e. ACR, PAS) is acceptable.
- **Case reports are not considered appropriate and will not be reviewed.**
- **Reviews of literature are not appropriate and will not be reviewed.** Literature reviews will only be considered if they are meta-analyses.

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

- Submitter's contact information
- Abstract category
- All authors along with each author's affiliation, credentials, and author role (e.g., presenting author, co-author, sponsor (for externally funded research))
- CARRA-related Information (i.e., specify if results are from Registry-related projects or results from CARRA sponsored grants, a CARRA data/sample share application, CARRA workgroup project, survey distributed to CARRA membership, etc.)
- Identification of any authors who are fellows, caregivers/patients, residents or med students
- IRB approval/review confirmation
- Lay Summary
- 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). See more information here: [Editorial policies \(biomedcentral.com\)](#)
- Willingness to present as oral presentation or poster
- Permission to publish abstract in *Pediatric Rheumatology*

What Categories are Eligible for Submission?

- Basic/Translational Research
- Clinical Research
- Quality Improvement/Implementation Science
- Educational Research

Abstract Submission Instructions/Guidelines

Abbreviations

- 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

- Abstract Title Character Limit: 250 characters
- Abstract Lay Summary Word Limit: 100 words
- 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 (not counted towards character count)
- 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

- 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.
- 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

This is an improperly formatted abstract title.

Authors

- Please consult with your co-authors on how they would like their names to appear prior to submission.
- 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 Smith¹, Susan Jones², Bill Fisher³
- No changes in author information will be permitted after the submission deadline.

Affiliations

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

Abstract Content

- Organize content as follows:
 - Background: Background or Statement of Purpose
 - Methods: Methods, materials and analytical procedures used
 - Results: Summary of the results in sufficient detail to support conclusion
 - Conclusion: Conclusions reached (do not state “results will be discussed”)
 - Acknowledgements (**NEW for 2024**): This section does not count towards total character count.
- Do not use technical words, laboratory slang, words not defined in dictionaries, 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

- 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. 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) and the abstract must include a Consent to Publish statement. 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). Authors can use their institution’s 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*.
- Research involving human participants, human material, or human data, must have been performed in accordance with the [Declaration of Helsinki](#) and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all abstracts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed (including the name of the ethics committee that granted the exemption).
- If abstracts do not contain relevant IRB and consent statements, where required, they will not be accepted.

Tables, Images and Figures

- 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 at the end of the abstract. 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. . Figures must be cited/called out in the text. You must have permission to use figures and images. Figures must be supplied electronically at 300 dpi minimum. Each figure must be inserted as a single, composite file. Do not include figures with embedded hyperlinks.
- A citation must appear in the text for every figure/table.
- All referenced 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.

Disclosures

- CARRA requires that all individuals (moderators, reviewers, authors, planners, and others) who are in a position to control content of the abstract program disclose to the planning committee, CARRA, and audience any financial relationships with ineligible companies.
 - An ineligible company is considered any entity whose primary business is producing, marketing, re-selling, or distributing healthcare products used by or on patients.
 - Relevant Financial Relationships exist between persons in control of the content and an ineligible company during the past 24 months.

Presentation Formats

- 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. Slide template to be provided.

Product Name Usage

- 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

- All requests for withdrawal can only be made by the **presenting author** and must be submitted via email to:
- abstracts@carragroup.org.
- Removal of a withdrawn abstract from the online supplement of *Pediatric Rheumatology* cannot be guaranteed if the request is received after **February 20, 2024**.

Abstract Review and Notification

Abstract Review

- 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

- CARRA will notify the presenting author of the status of their abstract in early February 2024
- 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.