INSTRUCTIONS FOR SUBMITTING ABSTRACTS

Submission Deadline: May 25, 2017, 11:59 p.m. Eastern Daylight Time

To be considered for acceptance, all abstracts must comply with the following submission instructions, as well as the “Rules for Submitting Abstracts.” The “Rules for Submitting Abstracts” document is posted under the Abstract Submissions section on the NACFC website and is also available on the Title/Body step of the submission process on the NACFC abstract website. Detailed instructions regarding each step of the submission process are available on the NACFC abstract website.

1. Abstracts must be submitted by the deadline date.

2. Abstracts must be submitted in English.

3. Abstracts should be as informative as possible and must:
   a. state the specific objective of the study;
   b. state methods;
   c. include sufficient data to support conclusions*; and
   d. state conclusions.

* Clinical investigators may submit a placeholder abstract describing a clinical trial for which results are not available before the abstract submission deadline (but will be available before the 2017 NACFC and no later than October 25). Such abstracts should include a brief background and purpose of the study, study design, patient selection criteria, primary and secondary endpoints, and any interim results. **Be sure to include information about when the data will be available.** These abstracts will undergo the standard review process and, if accepted, will be eligible for selection by Workshop moderators for oral presentation in the 2017 NACFC Workshop sessions.

Authors who submit a placeholder abstract, as described above, will have an opportunity to update the submission, **ONLY if it is accepted for presentation** at the 2017 NACFC. **IMPORTANT:** Authors will be granted “late” access to the NACFC abstract website to enter the updates to the original placeholder abstract through August 2, 11:59 p.m. EDT. Any updates made after this deadline will **not** be published in the supplement to *Pediatric Pulmonology*, but they will be accepted. The deadline for entering the updates to the placeholder abstracts via the NACFC abstract website is **August 7**.

4. Abstracts should not contain proprietary or confidential information.

5. Generic drug names should be used. Use of a brand name is permissible if it appears in parentheses after the generic name.

6. The system will allow submission of a table; however, each row of the table, regardless of width, will automatically deduct an entire line (approximately 70 characters) from the total space available for your abstract. You may upload a maximum of one image or one table with your submission. If you have a table that cannot be submitted using the system parameters, contact ScholarOne Tech Support by clicking the “Get Help Now” button located in the top right-hand corner of each page within the NACFC abstract website.
7. The system will also allow submission of graphic images. **There is a limit of one image per abstract.** Also, you may upload a maximum of one image or one table with your submission. Each image, regardless of height and width, will automatically deduct from the total space available for your abstract. Image character count is determined by the point size of the file - the larger the image the more characters it takes up. If you find that the image you have uploaded has accounted for too many characters of the allowed limit, you can upload a smaller image. If you have an image that cannot be submitted using the system parameters, contact ScholarOne Tech Support. Graphs, photos, and the like may also be displayed on your poster.

8. A category must be designated for each abstract. Please make careful consideration before choosing a category. Please see the “Guidelines for Categorizing Abstracts” document. It is posted under the Abstract Submissions section of the NACFC website and is also available on the NACFC abstract submission website.

9. **PROOFING YOUR ABSTRACT CAREFULLY IS YOUR RESPONSIBILITY.** If accepted, the abstract will be published exactly as it is submitted.

**IMPORTANT FORMATTING INSTRUCTIONS**

1. There is a limit of **3,500** characters (including spaces) for the entire text of your abstract submission (title, authors, institutions, abstract body, table and/or image, if any).

2. Genus/species names should be italicized, as well as genes, loci, and alleles; and parts of chemical names as appropriate (including *cis, trans, ortho*, and *para*).

3. Commonly used Latin terms (in vivo, in vitro) should **not** be italicized.

4. Avoid starting a sentence with a numeral. E.g., instead of “52 subjects completed the survey,” use, “The survey was completed by 52 subjects.”

5. Section headings (**Introduction, Methods**, etc) should be in bold.

6. Because **you are limited to 3,500 characters (including spaces) for all sections**, we suggest the following space-saving measures:

   A. Do not double-space between sentences. Do not accidentally add spaces at the ends of paragraphs – these count against the character length.

   B. Standard abbreviations for affiliations may be used, including Dept., Div., Univ., Inc.

   C. Citations should be brief and included in parentheses in the text, e.g., (Kamin W, et al. J Cyst Fibros. 2014;5:205-15). Do not include article titles, but do include enough information to properly direct the reader.

7. Enter the entire title in uppercase letters. Do **not** use all uppercase or all lowercase letters in names and addresses when creating an account, or when entering authors/ institutions for an abstract.
8. Please use initial caps followed by lowercase letters (i.e., John Smith, Children’s Hospital, 123 Main Street, City, State, Country).

9. If typing the title and body directly into the text boxes below, you must insert all Greek and special symbols (e.g., Δ β © ™) using the **Insert Special Character** icon located above and to the right of the Title and Abstract Body text boxes.

If copying and pasting your title and body from a word processing application, all Greek and special symbols will transfer **unless** you are running Windows 98 Internet Explorer 5.5 or lower (MAC Classic OS 9 or lower for Mac users). If you are running one of these, you will need to fix the Greek or special symbols using the **Insert Special Character** icon located above and to the right of the Title and Abstract Body text boxes.

**Note:** Formatting (i.e., bold, italics, superscript, subscript) **MUST** be applied using the appropriate icons located above the Title and Abstract Body text boxes regardless of whether you type text directly or copy and paste.

10. If abbreviations are used, spell out the term in full upon its first use and follow it with the abbreviation in parentheses. Standard abbreviations may be used without definition, e.g., CFTR, NIH, FEV₁.

11. Do **not** include the title and/or authors/institutions in the body of your abstract.

12. Place acknowledgements at the end of the abstract, e.g., Supported by __________.