

INSTRUCTIONS FOR 2019 ABSTRACT SUBMISSIONS

Deadline: Friday, March 1, 2019 at 11:59 PM

The 2019 Abstract Submission Site is now open.

New in 2019: There will be two poster sessions, 70 posters will be presented on Wednesday, September 18th from 5:30-6:30 PM CST and 70 posters will be presented on Friday, September 20th from 11:00 AM-12:00 PM CST.

Rules:

- Original, new, and significant scientific work only
- Work presented at local, state, and regional COT competitions ARE eligible
- The work MUST not have been presented at ANY other meeting: local, state, regional, or national
- The work cannot be presented at the Resident Competition at the American College of Surgeons in October 2019
- The submitted abstract should not be similar to any work submitted to any other organization or journal
- Any content that has been made publicly available in print or online, if part of a submitted abstract, may jeopardize the originality of the submission and preclude consideration by the AAST.

IMPORTANT NOTES:

- If selected for an oral presentation for the AAST Annual Meeting, all presenters **MUST** submit a manuscript to the *Journal of Trauma and Acute Care Surgery* prior to the AAST meeting by Friday, August 30th. Failure to do so may include sanctions of not presenting at the meeting or the presenting author, senior author, or institution not presenting at an AAST Annual Meeting for the next two years.
- All manuscripts **must** be submitted to the discussant by the deadline set by the Program Chair (August 30th).
- The first author is considered the presenting author. If the first author is not the presenting author, you must notify the AAST at the time of acceptance (aast@aast.org).
- All selected abstracts become the property of AAST and once you submit, you acknowledge that accepted abstracts will be published on the AAST website for the duration of the meeting and will be archived for at least 10 years on the AAST website.
- If an abstract DOES NOT include an AAST member as an author, a sponsor is required. If the submitter does not have a sponsor, contact the AAST (rsass@aast.org) prior to finalization of the abstract so a sponsor may be secured.
- All presenters are required to register for the Annual Meeting.
- The corresponding author receives all communication on the acceptance of an abstract, BUT the corresponding author is **NOT** listed in the authors. The corresponding author

must be added in the co-author section of the submission site. All abstracts **MUST** have a corresponding author.

- QUICKSHOT Presenters: you are required to submit a manuscript to the discussant; however, you are NOT required to submit a manuscript to the *Journal of Trauma and Acute Care Surgery*.

ABSTRACT PREPARATION

Abstracts submitted must adhere to the following specifications to be considered for presentation at the 78th Annual Meeting of the American Association for the Surgery of Trauma and Clinical Congress of Acute Care Surgery, September 18-21, 2019

- All abstract **MUST** fit on one page. Abstracts longer than one page will be withdrawn.
- No reference to the names of the authors or institution should be included in the body of the abstract. **If there is reference to the authors or institution, the abstract will be withdrawn.**
- There is a limit of 15 authors per abstract.
- A disclosure form **MUST** be completed by the first (presenting) author during submission. If the first author changes OR there is a change in the conflict of interest, it is the responsibility of the submitter or first author to notify the AAST. Failure to do so could result in the paper being withdrawn from the program or the institution not being able to present at an AAST Annual Meeting for two years.
- The following are guidelines for the abstract. *Just because your abstract fits in these guidelines does not mean it will fit in the abstract system.*
 - The title, authors, and discussant section is 12 lines of the abstract
 - The page size is 8.5 in x 5.5 in
 - The printable area, counting margins, is 7.75 x 4.7
 - Margins are: Left 0.3 in, Right 0.5 in, Top .25 in, Bottom is .5 in
 - Font = Times New Roman 11pt.

Submission to the Journal of Trauma and Acute Care Surgery or Trauma Surgery and Acute Care Open

All oral presenters (for the AAST portion of the meeting) are required to submit a manuscript to the *Journal of Trauma and Acute Care Surgery* for first right of publication. Failure to do so will result in sanctions to the institution and the first author in either the paper pulled from the program or the institution not being able to present from the podium for two years. Notification of sanctions will be made prior to the start of the meeting.

All Quickshot and poster presenters are encouraged to submit a manuscript to either the *Journal of Trauma and Acute Care Surgery* or *Trauma Surgery and Acute Care Open* but it is not mandatory.

AAST has an early manuscript submission process for those who want their paper published in January, February, or March of 2020 (which are considered “AAST Annual Meeting Issues”). To receive expedited review and publish in first quarter of 2020, the manuscript must be submitted by August 1, 2019.

All manuscripts submitted after August 1st (if accepted) will be given priority for publication in 2020.

As all oral presentations will be under consideration for publication in the *Journal of Trauma and Acute Care Surgery*, authors are asked to refrain from distributing complete reports (i.e. copies of manuscripts under consideration) or full data presented as tables and figures to journalists. Although media coverage of the presentations themselves will not necessarily preclude publication, associated manuscripts are subject to the Journal's embargo policy (i.e. full reports or elements of manuscripts under review may not appear in print or online until publication, which, in most cases, will occur within 6 months of the AAST meeting).