



ORIGINAL SCIENCE ABSTRACTS: Submission Instructions

Timeline:

Call for Abstracts: Nov. 10, 2020–Jan. 5, 2021 11:59 pm ET

Review and Selection: Jan. 12–Feb. 9, 2021

Notification sent by email: Feb. 19, 2021



General Policies

- Character count is 2,600 – includes spaces and title; excludes author's name, institution, and upload of tables and images. The [PAS Program and Events Center](#) (PPEC) will not allow submission if you exceed the maximum number of characters.
- \$90.00 per abstract for submissions payable by credit card ONLY.
- Sponsorship by a society member is NOT required to submit an abstract.
- Refer to additional [Tips for Quality Abstracts](#) – including reviewer criteria.

Submission Guidelines

- Submissions made for presentation at the PAS Meeting should adhere to PAS Meeting Submission Guidelines as posted to the PAS Meeting website. Please review the [PAS Academic Ethics Policy](#) for further information.
- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, redundant or highly similar abstracts with only minimal changes in the abstract title or minor changes in data analysis from the same investigator(s) or laboratory is strongly discouraged. Such submissions may result in rejection of all abstracts that are deemed to be in violation of PAS guidelines; rejection may occur prior to, during, or after review, even if submitted to different topical categories.
- If you wish to re-submit your PAS 2020 abstract with little or no change you may do so unless your research has already been published in manuscript form.
- Abstracts submitted and/or presented at other Societies' or national meetings within the 12 months prior to the PAS Meeting may be submitted to the PAS Meeting for consideration.
- Research published in manuscript form prior to the submission of the abstract is **not appropriate and should not be submitted**. If data contained in the abstract is published after submission of the abstract, the PAS Office must be notified regardless of timing as soon as publication is recognized. At that time, the Program Committee Chair will make a determination concerning presentation at the PAS Meeting. Abstracts should not be submitted if there is knowledge and confirmation that this work will be published in an upcoming article prior to the meeting.
- **Case studies:** Historically, abstracts accepted for presentation are hypothesis-driven new work. Abstracts rarely accepted for presentation include single case reports, open label drug trials, highly speculative accounts of clinical experience, and op-ed accounts of personal experience. Interim results from an ongoing clinical trial will not be accepted for presentation unless the study has been prematurely closed for lack of efficacy or for safety issues.

- Upon submission, the submitting author verifies that **all authors** have agreed to the submission.
- Reviewer scores and comments are confidential and are not available to individuals (including authors) outside of the review process.
- The decision of the Program Committee to accept or decline any submission is final.
- The assignment of presentation format for accepted submissions (for example, platform, plenary, poster session, or poster symposium) is at the sole decision of the PAS Program Committee.

Publication of Submissions

- All submissions, if accepted for presentation, will be published in the PAS online program guide and mobile app.

Conflict of Interest Disclosures

- All authors cited in abstracts must log in to the PAS Program and Events Center (PPEC) and complete Conflict of Interest Disclosures (COI). All COI disclosures for authors must be completed by January 15, 2021.
- **Failure to disclose may result in disqualification of non-compliant individuals from participation in this activity.**
- Submitting author verifies, upon submission, that all authors have agreed to the submission of the abstract.
- The session or abstract submitter is responsible for ensuring her/his colleagues are aware of and comply with the disclosure requirement.
- **Commercial Interest Employees:** The use of employees of ACCME-defined commercial interests as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited.
- Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study.
- Only the session or abstract submitter can see the session/abstract in his/her account, although the additional participants/authors are linked to the abstract in the system. The COI applies to any work an author has been involved in that will be presented at PAS.
- Access the COI by clicking on your name in the grey bar at the top right of your screen and then on Disclosures. The COI only needs to be completed once.

How to Submit an Abstract

Below is the step-by-step process you will go through when submitting an abstract. To save time, gather all the information you need before you begin. Log in to the [PAS Program and Events Center](#) (PPEC).

Step 1 – Submission

- Click on the Submission tab
- “Create New Submission”
- Select “Abstract Submitter” and click “Continue”
- Confirm your Selection by clicking “Continue with this Type”

Step 2 – Title/Body

1. Enter Title
 - Enter text using upper and lowercase as it should be published. Only use additional capital letters as appropriate. *DO NOT TYPE YOUR TITLE IN ALL CAPS* (like this)
2. Enter Background; Objective; Design/Methods; Results; Conclusion. Refer to additional [Tips for Quality Abstracts](#), including reviewer criteria.
3. APA SIG – If your abstract is selected for presentation, would you also want it considered for an APA SIG? If so, select one.
4. Tables - upload table(s) as images—the table builder is no longer available; upload tables as images instead.
5. Images – you may upload a maximum total of four images (including images of tables) in any of the following formats: gif, png, tiff, tif, jpg, or jpeg. **No PDFs.**
6. Click “Save & Continue”

Step 3 – Properties

1. Role Type – Abstract (automatically selected)
2. Category – Select one. Note that subcategories are available for some areas. Refer to the [Original Science Program](#) page for a list of topic area descriptions.
3. Keywords – Select up to three keywords
 - Enter up to three (3) keywords in order of importance. You do not have to fill all three fields.
4. Awards
 - Select “apply” to be considered for an award and complete the dropdown application form.
 - Refer to the Details & Conditions section of each award for more information, and to the Awards Consideration and Selection information below.
 - Upload the required supplemental materials.
5. Click “Save & Continue” once all questions are answered.

Step 4 – Authors

1. The name of the person submitting the proposal will be automatically loaded as the first Author. Click “Remove” if this name is not the correct first author.
2. Click “+Add Author” then look for a person by entering first name or last name and clicking “Search.” **TIP: Try searching for first and/or last name before searching by email address.** Due to multiple variations of institutional emails, many duplicate accounts are needlessly created, along with additional confusion about whether disclosures have been completed.
 - If that person is in the database, their name will be pulled up. Click “+Add” on the left side of the name.
 - If the correct name does not appear, click “Create an Author” and enter all required information. Click “Submit Created Author”.
3. For each Author, select “Affiliation” (with Institution) from the drop-down menu.
 - If the correct Institution name does not appear, select “Create New Institution” and complete the required fields (denoted with a *) and click “Submit Created Institution.” **New for 2021:** the submission system has access to the **Ringgold database** to help ensure consistent institutional naming conventions.
4. Click the circle (radio button) under the “Presenter” heading to designate the Presenting Author.
5. To add more Authors, click “Add Author” and repeat the steps until all authors have been listed.
6. The order of authors can be revised. **Check the authors carefully: PAS is not able to add authors that were omitted from the abstract after the submission deadline.**
7. Sabbath Conflict

- Select what days (if any) there might be a Sabbath conflict for the abstract presentation.
8. Trainee Type
 - If the *first author* is a trainee, select from the choices listed.
 - If the *presenting author* is a trainee, select from the choices listed.
 9. Confirm that the appropriate person is identified as the presenting author.
 10. Click “Save & Continue” once all questions are answered.

Step 5: Review and Submit

- A draft of all information entered for the abstract is available to review and edit, if needed. If any information is missing, there will be a prompt to return to that section and complete it.
- You may save the abstract as a draft and finish it later. Review all the information provided and make edits as needed. When the draft has all the correct information in it, click **Submit**.

Step 6 - Abstract Payment

- Abstract Payment – \$90/abstract, credit cards only.
- Enter all credit card payment information on the “2021 Meeting Abstracts” site. Once complete, click “Pay Now”. Payment is made via PayPal.
- If you have problems with payment, please review the list of supported browsers below and try a different browser to submit payment.

After Submitting Your Proposal

You should receive a confirmation email from the PAS Program and Events Center (PPEC) after you submit your proposal. Check your spam folder if you don't receive an email. Note that some institutions have firewalls that make it difficult to receive communications from the submission site. To ensure uninterrupted email delivery, please have your IT team whitelist the domains of amazonses.com and abstractcentral.com. You are encouraged to log in to the PPEC at any point in the process to check on your proposal and read any emails that have been sent.

Notification of Receipt and Acceptance

- Notification of receipt will be automatically emailed to the contact author upon submission of the abstract.
- Notification of Abstract Decision (accept/reject) status will be emailed to the contact author listed on the abstract around February 19, 2021.

Revisions after submitting an abstract

- Revisions can be made to all submitted abstracts until the **submission deadline: Monday, Jan. 5, 2021 11:59 pm EDT**.
- If changes must be made to the abstract after submission, but **before** the deadline, return the abstract to **Draft** status: log in, click on Submission, scroll down to Submitted Abstracts. Under **Action**, select **Return to Draft**. Make the necessary changes and **Resubmit** the abstract prior to the deadline. **If you do not resubmit a draft abstract, it will not be considered for the PAS 2021 Meeting.**

Award Consideration and Selection

Information regarding the awards for 2021, their eligibility criteria, and the award process can be found in the Awards section (Step 3) of the submission form in the PPEC. Only abstracts accepted for presentation are considered for awards.

Steps to apply for an award:

1. Submit an abstract electronically, as detailed above.
2. Complete the Award Application Form online for the respective award.

3. Upload all required supplemental materials (as indicated in the award information and on the Application Form).

While you are welcome to apply for more than one award, an online award application form is required for EACH award for which you have indicated an interest (by clicking the button on the “Award” page).

PAS Trainee Registration Grants Program

The Pediatric Academic Societies will award trainee registration grants to participate in the PAS 2021 Virtual Meeting. Indicate your interest by checking the PAS Trainee Registration Grant box in the online submission program when applying for awards. Awardees will be selected based on the quality of their PAS abstract; the presenting author must be a trainee. Awardee notifications will be sent in March 2021.

For additional information please contact the PAS Customer Care department at 346.980.9717 or email at info@pasmeeting.org

Abstract Presentations

Presentation formats (platform or poster) are determined in February by the PAS Program Committee.

- Platform sessions are 90 minutes long. Presentations are 15-minutes (10 minute/presentation; 5 minute/discussion).
- E-posters will be available in the virtual meeting platform and presenters can interact with attendees via chat. In addition, some posters will have a presentation recording along with additional Q&A opportunities each day.
- Detailed instructions for the preparation of slides and posters, as well as scheduling notices, will be provided to the contact author with the presentation notification in February.

Questions: Please contact the PAS Office for any questions regarding your abstract or the PAS 2021 Virtual program at info@pasmeeting.org or 346.980.9717.

CUSTOMER CARE

Email: s1abstractshelp@clarivate.com

Phone: 888.503.1050; M - F: 12 AM - 8:30 PM (EST)

***Browser Compatibility:** Since some computer/browser combinations do not support display of the full variety of special characters often needed for abstract submission, you may find it necessary to use a different browser or computer.*

Supported Browsers

Windows:

Microsoft Edge
Firefox
Chrome

Mac OS X:

Firefox
Chrome
Safari 9.0.3

Android 4.3 and above:

Chrome

iOS7 and above:

Safari

Citation of Abstracts

Abstracts are published in electronic format only. For purposes of citation, please use E-PAS2021:Publication number.

- 2021 example citation: E-PAS2021:5555.543