

## SUBMISSION INSTRUCTIONS

**Please read carefully before beginning the submission process.**

To ensure that your data are entered correctly, please read and follow all instructions. We recommend that you proceed through the program in a step-by-step fashion, carefully completing each screen in turn.

- In order to use the 2012 ARRS Abstract Submission Program, a New User Profile must be created. Once created, the submitting author will be able to login and begin the submission process. Note that user accounts from previous years are no longer active.
- Enter the requested information on the designated pages of the submission program.
- A status bar located at the top of each abstract entry page indicates where you are in the submission process. A green box indicates that you have completed a step. An orange box indicates an incomplete step.
- Once you have reached the abstract summary page, you may click the “Submit Abstract” button to indicate that the abstract is ready for review. Clicking the 'Return to Menu' button will save the abstract allowing you to complete the submission process at a later time. The submitting author can modify abstract information at any time before the submission deadline (**October 1, 2011**) — even if he/she has marked the abstract as completed and ready for review.
- Once an abstract has been completed, a confirmation e-mail will immediately be sent to the submitting author’s e-mail address as entered in the submission program. The confirmation e-mail will include the abstract information and will indicate that the abstract is complete and ready for review. If the submitting author does not receive a confirmation e-mail, he/she should verify his/her e-mail address in his/her user profile.

### **Abstract Guidelines**

Edit your abstract carefully. If it is accepted, the abstract title and authors will be printed in the annual meeting program book exactly as submitted. Full abstracts will also be posted online as a supplement to the American Journal of Roentgenology.

Submitting authors may edit their abstract at any time prior to the abstract submission deadline of **Saturday, October 1, 2011**. To save time, we also recommend that you create and save the abstract in a word processing program such as Microsoft Word™, then copy and paste it into the designated fields in the submission program. When you have completed the abstract submission process, print a copy of the abstract for your records.

Please note the following definitions when selecting your abstract type:

- **Oral Presentation** will be presented at the ARRS annual meeting. Accepted abstracts will be grouped for presentation in sessions on similar topics.

- **Scientific Electronic Exhibits:** Scientific electronic exhibit abstract submissions should be a summary of work done rather than a promissory note. Specific data is essential. Please do not include tables or charts. Scientific electronic exhibits are the ‘electronic counterpart’ to an oral scientific presentation. These exhibits are based upon completed hypothesis-driven research, with a detailed report, or a work-in-progress report of ongoing research of new ideas and techniques. The abstract is structured like an original research paper as ‘objective, materials (subjects) & methods, results, and conclusions of the study’. Scientific exhibits may contain initial yet defined results, or a brief pertinent report of a new aspect or understanding within the field of radiology.
- **Educational Electronic Exhibits** are not meant to present new knowledge, but to teach or review radiologic signs (with pathologic correlation), procedures, techniques, treatment options, and interventions or other aspects related to the practice of imaging. The abstract is structured similar to a pictorial essay as ‘purpose and conclusion’, but should also list teaching points and educational goals. An educational exhibit, however, should not be as detailed as a book chapter, and should be digestible within a time span of no more than 20 minutes by a viewer familiar with the subject. **NEW “Five Content-Related Slides” Criteria:** In an effort to maintain a high level of quality at our annual meetings, ARRS has implemented the “Five Content-Related Slides” Criteria. Abstracts submitted for consideration as educational electronic exhibits must include five content-related slides. These slides should provide a synopsis of the exhibit and include a title slide, one or two image slides and content slides. The five slides should not include animation or video. A decision regarding acceptance of the abstract will depend on the review of both the abstract and the slides. *Please note that this change is only applicable to the Educational Electronic Exhibits.*

Please note the following when preparing your abstract:

- The text of each abstract should not exceed 2500 characters (including spaces). Attention Internet Explorer 8 Users: If Internet Explorer 8 does not display the character counts, please click the 'Compatibility Mode' button at the top of your browser!
- Abstract text should NOT be entered in all capital letters.
- Abstracts are text only. No images are accepted.
- All abbreviations should be spelled out on the first mention with the acronym provided in parenthesis afterward. For example, American Roentgen Ray Society (ARRS). After the first mention, abbreviations may be used.
- Please note that trade names should not be used in the title or text of abstracts. When it is necessary to identify a device or drug, please provide the name of the device or drug with the manufacturer in brackets. Abstract submissions must give a balanced view and provide information on all competitors when possible.
- Each abstract should include four paragraphs devoted sequentially to the following:

**Oral Presentation and Scientific Electronic Exhibit Submissions:**

- Object or purpose of study
- Materials, methods and procedures
- Results
- Significance of the conclusions

**Educational Electronic Exhibit Submissions:**

- Background information/purpose
- Educational goals/teaching points
- Key anatomic or pathophysiologic issues, imaging findings or imaging technique
- Conclusion

All abstracts submitted for consideration will be reviewed by the scientific program subcommittee. Abstracts will be accepted based on the scientific and educational value of the work and the space and time available for presentation. Notification of acceptance or rejection will be e-mailed to all authors of the abstract in December 2011.

Submitters of accepted electronic exhibit abstracts will be required to upload their electronic exhibit presentation to the ARRS Website prior to the 2012 ARRS Annual Meeting, (scheduled for April 29 – May 4, 2012 in Vancouver, Canada). The deadline for electronic exhibit upload will be February 15, 2012. Electronic presentations may be created using Microsoft PowerPoint™ XP/2003 or Macromedia Flash™. Electronic presentations may also incorporate AVI video clips using codec MPEG4 v2 and audio files.

Uploaded exhibits are reviewed and considered for awards. If a reviewer may indicate that the exhibit needs major revisions, (to clarify content, remove patient identifier information, etc...), all authors will be notified. If the exhibit authors do not respond to the request for major revisions, the exhibit cannot be presented at the annual meeting.

**Note that presenters of accepted oral abstracts must register for and attend the meeting.** Members of the ARRS receive a significant discount in registration fees. If you are not currently a member of the ARRS, [apply for membership online](#) or [download a membership application](#). Membership applications may be submitted by mail to 44211 Slatestone Court Leesburg, VA 20176 or faxed to 703-729-4839.

Any questions regarding the electronic abstract submission process should be directed via e-mail to [abstractsupport@arrs.org](mailto:abstractsupport@arrs.org).