

2023 CALL FOR ORIGINAL INVESTIGATIONS CASE REPORTS CASE PUZZLERS

CHEST Annual Meeting 2023 Abstract and Case Report Submission Guidelines

Please be sure to read all guidelines and instructions thoroughly before entering your submission(s).

General Submission Information

- **Membership Requirements:** You do not need to be a member of CHEST to submit your scientific work but you will need to create an account with us if you do not have one. On the Log In page, just click the link to create a new account (located under the blue Login button).
- **Cost of Submission:** It is free to submit an abstract/case report.
- **Meeting Registration and Accommodations Information:** The presenting author of each accepted submission is **required** to register for and attend the annual meeting. Registration, travel, or hotel assistance will not be provided.
- **Presentation Limits:** You may submit as many abstracts/case reports as you wish but presenting authors will be limited to no more than **four (4)** presentations.
- **No Encore Submissions: Submissions must summarize an original contribution or case and may not be published prior to October 31, 2023.** The authors attest that the material has not been presented or published elsewhere and will not be presented or published elsewhere prior to presentation at the CHEST Annual Meeting. If there is any question regarding similarity to earlier work or possible duplication or redundancy, it is the responsibility of the submitting author to consult with us at abstracts@chestnet.org.
- **Timeline and Deadlines:**
 - **January, 2023** The abstract and case report submission site will open
 - **2:00 pm (Central) on March 31, 2023** the abstract and case report submission site will close.
 - **May 8 through June 1, 2023** Late-breaking abstracts (no case reports) will be open for submission from.
- **No extensions to deadlines:** Additional submissions will not be accepted after the website closes. Please make sure you receive email confirmation of your submission before the closing date and time. If you do not receive email confirmation of your submission within 30 minutes of clicking Submit for Review, please contact abstracts@chestnet.org.
- **Tobacco Company Policy:** CHEST will not consider research and manuscripts that have been supported either directly or indirectly by tobacco companies.

Important Online Submission Tips:

- 1) **Required Fields:** Fields with a red carrot (➤) are required. Your submission will NOT go through for review if these fields are not complete.
- 2) **Character Count:** Submissions are limited to 2,900 characters (including spaces and punctuation) for all text fields not including title or authors. The title of your submission is limited to 175 characters including spaces and punctuation.
 - a) The system will automatically count your characters as you enter your submission and alert you on the page if you go over. Your submission will not go through for review if you are over the character count.
 - b) **Case Reports:** You will find separate entry boxes for title, introduction, case presentation, discussion, conclusions, and references. References can be any format you wish (AMA, Chicago, etc). For case reports, references are not included in the character count. Case reports may include up to three (3) images with no character count penalty, but images will not be published.
 - c) **Abstracts:** There are separate entry boxes for title, purpose, methods, results, conclusions, and clinical implications. Tables and figures are not allowed.
- 3) **Title:** The submission title should be specific to the main topic presented. Please do not use abbreviations in the title. Again, the character count is limited to no more than 175 including spaces and punctuation.
- 4) **Author Limit:** Up to 24 authors total (of any role, including submitter only) are allowed on each submission. **A 'submitter only' name will not be published if the submission is accepted.**
- 5) **Conflict of Interest Disclosure Forms for ALL Authors:** The submitting author must submit disclosure of all conflicts of interest or otherwise state that they have no conflict of interest before creating their first submission. This disclosure will be used for **all** submissions entered or that you are named on.
 - a) The system will email each co-author to complete their conflict of interest disclosure but the submitting author is ultimately responsible for tracking co-authors' COI completion. **Co-authors must submit conflict of interest information by April 7, 2023.** Please use the correct email addresses for co-authors. If there is an extenuating circumstance where an author will be unavailable to submit conflict of interest information, please contact us at abstracts@chestnet.org.
- 6) **Content Permission: The submitting author will attest that all co-authors of the submission have granted consent for the material to be submitted for presentation, and that the submitting author has been granted the right by all co-authors to act on their behalf.**
- 7) **No Duplicate Submissions:** A submission may only be submitted once; the submission may not be submitted under multiple submission categories.
- 8) **Language:** All submissions must be submitted in English.
- 9) **Incomplete data:** No submission will be considered with deferred outcome data. If data are to be presented, they must appear in the original abstract submitted.

Notifications

- Submitters will be notified in **July 2022** regarding acceptance or rejection of their submission and **presenting authors will receive their invitation to present with format information (oral or poster presentation)**.
- Please note, presenting does NOT provide complimentary registration, and registration and attendance at the meeting is required to for presenting authors.
- Once accepted, **you will not be able to further revise your submission, including adding or changing authors**, as noted in your confirmation email.
- CHEST may edit submission titles (to match our publishing formats).

Review Information:

1. Your submission will be hidden on the “Your Abstracts” page in the submission portal during review. It is still in the system; this just prevents accidental edits or views of review information.
2. Submissions chosen for presentation are selected strictly by blinded peer-review.
3. The final determination on format of presentation is at the discretion of the Scientific Presentations and Awards committee or the Training and Transitions committee.
4. Submissions including content that is biased or promotional in nature will be rejected.
5. **A submission will be rejected if the presenting author fails to submit their disclosure of conflicts of interest.**
6. CHEST will not consider research and manuscripts that have been supported either directly or indirectly by tobacco companies.