

LATE-BREAKING ABSTRACT FULL SUBMISSION GUIDELINES



KEY DATES



Notification of acceptance or rejection is sent to the SUBMITTER via email. Double-check the spelling of your email address to ensure you receive notices. Submitters will receive an automated confirmation email after submitting.



Invitations to present and all further communications will then be emailed to the PRESENTING AUTHOR ONLY. Please ensure the presenting author (if not the submitter) and all co-authors receive the COI email to confirm all email addresses are correct.



GENERAL SUBMISSION INFORMATION

Membership Requirements: You do not need to be a CHEST member to submit your scientific work, but you must create a free chestnet.org account.

Cost of Submission: Submitting an abstract is free.

Registration and Accommodations: Presenting authors must register themselves and attend the meeting in person (NO virtual attendance options). Registration, travel, and hotel assistance will not be provided.

Publication Rules: Publication is contingent upon in-person presentation at the meeting. Presenting authors who have not accepted to present by the deadline provided in the invitation and have yet to reach out to us regarding any delay may have their submission(s) withdrawn from presentation and publication. Accepted submissions for CHEST 2024 can not be published elsewhere before October 31, 2024.

Presentation Limits: You may submit as many late-breaking abstracts as you wish, but presenting authors will be limited to up to four (4) presentations.

Submission Guidelines at a Glance: • 500-word limit • 24 authors per submission, including “Submitter Only” (“Submitter Only” roles will not be published) • All co-authors must complete a COI form; it is the responsibility of the Submitter to ensure completion from all authors.

Tobacco Company Policy: CHEST will not consider research and manuscripts that tobacco companies have directly or indirectly supported.

Patient Consent Policy: Though our submission portal does not have a field to upload a consent form, you should obtain the patient’s consent and abide by HIPAA policies. If the patient can no longer sign for consent but previously gave it verbally, you can write a letter stating so and have it signed by whoever received it.

Extensions Policy: There will be no extensions to the submission deadline.



No Encore Submissions: Submissions must summarize an original contribution not published before October 31, 2024. All authors will attest to the publication policy. 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.

- 1) **Required Fields:** Fields with a red carrot (🔴) are required. Your submission will only go through for review if these fields are complete.
- 2) **Word Count: Submissions are limited to 500 words.**
Abstracts: There are separate fields for the 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. There is a **175-character count limit**, 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 (COI) Disclosure Forms:** The submitting author must submit a disclosure of all COI or otherwise state that they have no COI before creating their first submission. This disclosure will be transferred to all submissions lined to the submitter.
 - 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 June 7, 2024.** 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 get in touch with us at abstracts@chestnet.org.
- 6) **Content Permission: The submitting author will attest that all co-authors have granted consent for the material to be submitted for presentation and that the submitting author has been given 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 via email in **mid-June** regarding the acceptance or rejection of their submission, and **presenting authors will receive an email invitation to present with format information (oral, rapid-fire, or poster presentation).**
- ▶ Please note presenting does NOT provide complimentary registration, and registration and attendance at the meeting are required for presenting authors. No virtual attendance options are available.
- ▶ Once accepted, **you cannot revise your submission further, including adding or changing authors**, as noted in your confirmation email.
- ▶ CHEST may edit submission titles (to match our publishing formats).

REVIEW INFORMATION

1. During review, your submission will be hidden on the "Your Abstracts" page in the submission portal. It is still in the system; this prevents accidental edits or views of review information.
2. Submissions chosen for presentation are selected strictly by anonymous peer review.
3. The final determination on presentation format is at the discretion of the Scientific Presentations and Awards Committee.
4. Submissions, including content that is biased or promotional, 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 tobacco companies have directly or indirectly supported.



Contact us at abstracts@chestnet.org
with any questions or concerns



SUBMISSION CRITERIA

Original Investigation (Abstract)

All healthcare professionals can submit original investigative work. Data must be truly late-breaking, meaning it was unavailable before March 25, 2024. Late-breaking abstract submissions are not open to case reports and will not be reviewed if submitted.



PRESENTATION FORMATS

Accepted Abstracts will be sessioned in one of the following formats.

The final determination of the presentation format is at the discretion of the Scientific Presentations and Awards Committee. Formats will not be changed at the request of submitters or presenters.

Oral presentation

8-minute oral presentation with a slide PowerPoint. Slide templates are available, but you are not required to use our template as long as CHEST slide presentation guidelines are followed. Posters are not accepted for this format, and there will be nowhere to place them. Respected experts will moderate and lead the discussion.

Rapid-Fire presentation

4-minute oral presentation with a slide PowerPoint. Slide templates are available, but you are not required to use our template as long as CHEST slide presentation guidelines are followed. Posters are not accepted for this format, and there will be nowhere to place them. Respected experts will moderate and lead the discussion.

Poster presentation

Posters must be printed and displayed for presentation during the assigned session period. The maximum dimensions allowed are 3.5 x 7 ft. Costs associated with poster printing and transport are the presenting author's or related people's responsibility; CHEST will not assist with printing or transportation fees, and onsite printing or delivery is unavailable. Respected experts will listen to poster presentations, grade, and provide feedback.



ADDING CO-AUTHOR TIPS

Avoid submission complications with COI forms (required from all authors) and more by following these tips.

- ▶ Ask co-authors if they have existing chestnet.org accounts. If so, use the email address on their account to search for them or request they create one first (this will be required to complete COI forms).
- ▶ Search first; avoid adding a new person unless necessary.
- ▶ Enter names as "first name (given name)" and "last name (surname)."
- ▶ Spell check when searching or adding a new person.
- ▶ Personal emails are preferred as they do not change often or tend to filter our emails to spam.
- ▶ Check spam folders- Automated COI emails will be sent to all co-authors after submitting; ensure all co-authors received it.
- ▶ It is not possible to add co-authors after the submission deadline.



Contact us at abstracts@chestnet.org
with any questions or concerns