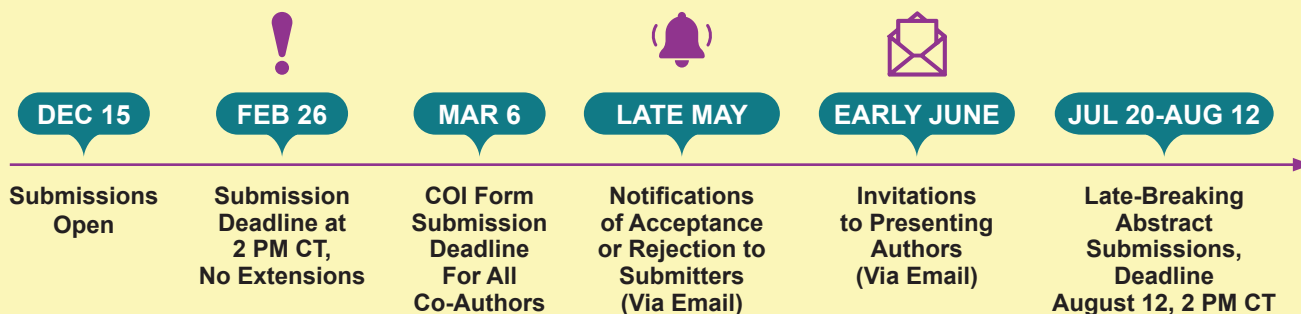


ABSTRACT AND CASE REPORT FULL SUBMISSION GUIDELINES



KEY DATES



**Late-Breaking submitters and presenters will be notified in late September*



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 work, but you must create a free account on chestnet.org.

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). Presenters must be full-conference, single-day (if all presentations are on one day), or exhibitor attendees. Presenters cannot be registered as guests. 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deadline provided in the invitation and have yet to reach out to us regarding any delay will have their submission(s) withdrawn from presentation and publication. Accepted submissions for CHEST 2026 cannot be published elsewhere before October 31, 2026.

Presentation Limits: You may submit multiple abstracts/case reports, but the designated presenting authors will be limited to a maximum of four (4) presentations. CHEST reserves the right to remove presentations from presenters who exceed the limit and who do not contact us to change their role to a co-author by the deadline noted in the presenter invitation.

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- 24 authors per submission, including "Submitter Only" ("Submitter Only" roles will not be published)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.
- References can be added in the provided fields for case reports. Multiple references can be added to one field if there are more than three. Abstracts references can be added to the body of the abstract, but it will count toward the word count limit.

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

Patient Consent Policy: Although our submission portal does not have a field to upload a consent form, you must abide by HIPAA policies. If you have a patient consent form, save it for your records. If your institution requires consent or other supplemental forms to be submitted with your abstract, please email forms to abstracts@chestnet.org.

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



No Encore Submissions: Submissions must summarize an original contribution or case report not published before October 31, 2026. 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.

ABSTRACT AND CASE REPORT FULL SUBMISSION GUIDELINES



- 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.**
 - a) **Case Reports:** There are separate fields for the title, introduction, case presentation, discussion, conclusions, and references. References can be in any format (AMA, Chicago, etc.). References are not included in the word count. Case reports may consist of up to three (3) images with no character count penalty, *but images will not be published.*
 - b) **Abstracts:** There are separate fields for the title, purpose, methods, results, conclusions, and clinical implications. References can be added in the body of the abstract, but it will count toward the word limit. *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 linked 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 March 6, 2026.** Please use the correct email addresses for co-authors. If there is an extenuating circumstance where an author is 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. Grammar and spell-checking tools are allowed to be used on your submission.
- 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.
- 10) **CHEST may edit submission titles** to match our publishing formats or guidelines.
- 11) **Withdrawal requests must be submitted by July 1.** Requests made after July 1 might miss the deadline to be omitted from the initial online-only PDF publication. Our publishers will work as promptly as possible to withdraw the abstract, but the process is subject to delays.

NOTIFICATIONS

- Submitters will be notified via email in **late May** regarding the status of their submission, and **the presenting author will later receive an email invitation to present with format information (oral, rapid-fire, or poster presentation).**
- **An invitation to present does NOT provide complimentary registration**, and registration and attendance at the meeting are required for presenting authors. No virtual attendance options are available.
- **Submissions cannot be revised after the submission deadline, including adding or editing authors**, as noted in your confirmation email.

REVIEW INFORMATION

1. During review, your submission will be hidden on the "Your Submissions" 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 or the Training and Transitions Committee.
4. Submissions including content that is biased or promotional will be rejected.
5. **A submission may 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

ABSTRACT AND CASE REPORT FULL SUBMISSION GUIDELINES



SUBMISSION CATEGORIES

Original Investigation (Scientific Abstract)

Submit original investigative work. Open to all healthcare professionals, both domestic and international.

Fellow Case Report

Open only to those enrolled in a physician training program, both domestic and international.

Medical Student/Resident Case Report

Open only to current medical students or residents, both domestic and international. Submitters must provide training programs and other eligibility details in the submission form.

Health Care Practitioner Case Report

Open to all domestic healthcare practitioners such as nurses, therapists, and technicians.

Global Case Report

Global Case Reports are only eligible as a poster presentation if accepted. Experts from around the world will serve as moderators during poster presentations. Open to all health professionals from outside the United States.

Clinical Case Puzzle

Submit clinical case puzzlers highlighting an interesting chest radiology teaching point for oral presentation. The session chair will facilitate group participation, and a panel of experts will offer feedback in case consultation format. Open to all health professionals, both domestic and international. Accepted case puzzlers will NOT be published.



PRESENTATION FORMATS

Accepted Abstracts and Case Reports 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 or the Training and Transitions 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 will be provided. 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 will be provided. 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).
- ▶ **Presenting authors must register with the same email/CHEST account that was used on the submission so that the registration syncs to the presenter's profile.** Failure to do so may result in accidental withdrawal. Be sure to use the correct information when adding co-authors!
- ▶ **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

WHAT TO EXPECT IF YOUR SUBMISSION IS ACCEPTED

Notifications and Presenter Information

Submitters will receive notice regarding the status of the submission(s) in late May. It is the responsibility of the submitter to notify co-authors of the status. The notice will not contain information about the presentation format. The presentation format will be communicated to the designated presenter in the presenter's invitation to be sent in early June. The presentation format is determined by the Scientific Presentations and Awards Committee or the Training and Transitions Committee and will not be changed at request.

- ▶ All presenters are required to register for the Annual Meeting as full conference, single-day (if presentations are all on one day), or exhibitor attendees. Presenters cannot be registered as guests.
 - Presenters are required to attend the Annual Meeting and present all presentations in person. No virtual presentations will be accommodated.
- ▶ Presenters are limited to four presentations regardless of format.
 - Presenters assigned to more than four presentations must arrange for a co-author to present any additional presentations. The change must be communicated to abstracts@chestnet.org. CHEST reserves the right to withdraw presentations from a presenter if they exceed the limit.
- ▶ Presenters must register online before the conference.
 - A registration deadline will be stated in the presenter's invitation. Any concerns regarding the deadline must be communicated to abstracts@chestnet.org.
 - CHEST reserves the right to withdraw presentations of presenters who are not registered by the deadline or who have not reached out about concerns.

Emargo and Copyright Information

- ▶ All abstracts and case reports submitted for review must not be currently published. Accepted submissions cannot be published elsewhere before the CHEST Annual Meeting.
- ▶ Authors attest that a submission has not been published at the time of submitting.
- ▶ Rejected or withdrawn submissions are no longer under embargo.

- ▶ Accepted submissions can be encore submitted to another conference or journal **after presentation at the CHEST Annual Meeting**.
- ▶ Authors retain copyright of their abstracts submitted/presented at the conference.

Posters and Slide Shows

The presentation format will determine the requirements of a presentation.

- ▶ Poster sessions require a PRINTED poster for presentation. CHEST is not responsible for any fees associated with poster printing or for posters left behind after a session ends.
- ▶ Oral and rapid-fire sessions require a slide show. Instructions on how and where to upload slides will be sent to presenters in late September. Slide uploading is completed through a third-party portal and not on the CHEST speaker portal or website. Slides can be uploaded (or reuploaded with edits) on-site at the speaker-ready room.

Publication and Withdrawing Information

Accepted submissions will be published in a CHEST Annual Meeting journal supplement, contingent upon presentation at the Annual Meeting. An online-only, PDF version will be released approximately a week before the meeting. Following the meeting, CHEST will verify presenter attendance.

- ▶ Presenters must register using the CHEST account linked to their presenter profile. Any questions should be communicated to abstracts@chestnet.org.
- ▶ All presenters who either did not register for or did not attend the meeting will have their abstracts removed from publication.
- ▶ All presenters who registered and attended the meeting will have their abstracts published in the final supplement, scheduled for release around December 1.

Withdrawal requests must be made by July 1 for an abstract to be removed before the online-only PDF release.

- ▶ Requests made after July 1 might miss the deadline to be omitted from the initial online-only PDF publication. Our publishers will work as promptly as possible to withdraw the abstract, but the process is subject to delays.
- ▶ If you have any questions or concerns about withdrawing a submission, please email abstracts@chestnet.org.

