

## CHEST Annual Meeting 2019 Abstract and Case Report Submission Guidelines

### Submission

- The abstract and case report submission site will open December 10, 2018 and will close at 12 am (Central) on March 15, 2019. **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 finalizing your submission, please contact Support (blue button on the right of each page) for assistance with your submission. **Once you submit, you will not be able to further revise your submission.**

### Notifications

- Submitters will be notified in June 2019 regarding acceptance of their submission and if it is selected as an oral presentation or as a poster presentation.
- Please note, presenting does NOT provide you with complimentary registration and registration is required to present.

### Instructions for Online Submissions:

1. Submissions are limited to 2,900 characters (including spaces). This includes body text and first reference, but not title, authors, or subsequent references. Case Reports may include images with no character count penalty but images will not be published.
2. The submission title should be short and specific to the main topic presented. Please do not use abbreviations in the title.
3. The submitting author must submit disclosure of all conflicts of interest related to content of research or otherwise state that the author has no conflict of interest. The system will email co-authors to complete their COI, but the submitting author is ultimately responsible for tracking co-authors' conflicts of interest related to the research. **Co-authors must submit conflict of interest information by March 15, 2019 or the submission will be rejected.** 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](mailto:abstracts@chestnet.org).

CALL FOR ABSTRACTS/CASE REPORTS

**Additional Information Regarding Submissions:**

**Submissions must summarize an original contribution or case and may not be published or presented prior to October 31, 2019.** The authors attest that the material has not been presented or published elsewhere and will not be presented or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](mailto:abstracts@chestnet.org).

1. Submissions chosen for presentation are selected strictly by blinded peer-review criteria.
2. Only work submitted using the online submission system will be considered for presentation.
3. 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.
4. All submissions must be submitted in English.
5. A submission may only be submitted once (i.e. the submission may not be submitted under multiple submission categories).
6. If a submission is accepted for presentation the committee will determine oral slide or poster format. The final determination on format is at the discretion of the Scientific Presentations and Awards committee or the Training and Transitions committee.
7. The presenting author for each submission must attend the CHEST Annual Meeting in New Orleans, Louisiana. In the event that a change of presenting author must be made after submission, CHEST **must be notified in writing as soon as possible**. The replacement presenter must be a co-author of the submission.
8. CHEST will not edit submissions. Please edit submission for grammar and syntax prior to submission. **Submissions are final versions and additional changes including adding or changing authors will not be permitted.**
9. No submission will be considered with deferred outcome data. If data are to be presented, they must appear in the original abstract submitted.
10. Submissions should include the best available evidence and should not include content that is biased or promotional in nature.
11. **ALL CO-AUTHORS must submit their own conflict of interest disclosure statement by March 15, 2019.** Submission co-authors will receive emailed requests for disclosures of conflicts of interests after the submitting author submits. Please use the correct email addresses for co-authors. If any co-author fails to submit his/her disclosures, the submission will be rejected.