CHEST Annual Meeting 2022
Abstract and Case Report Submission Guidelines

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

General Submission Information

- 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).
- It is free to submit an abstract/case report. Please do note that 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.
- You may submit as many abstracts/case reports as you wish but presenting authors will be limited to four (4) presentations.
- Submissions must summarize an original contribution or case and may not be published prior to October 31, 2022. 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.
- The abstract and case report submission site will open December 6, 2021 and close at 11:59 pm (Central) on March 31, an extended deadline of 12:00 pm (Noon) CDT on April 4, 2022. Late-breaking abstracts (sorry, no case reports) will be open for submission from May 9 through June 6, 2022.
- 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 Support (blue button on the right of each page) for assistance with your submission.
- It is strongly recommended that you use a laptop or desktop computer to submit. The website uses scripts that mobile devices often cannot run.
- CHEST will not consider research and manuscripts that have been supported either directly or indirectly by tobacco companies.

Instructions for Online Submissions:

1) Fields with a red carrot (⚓) are required. Your submission will NOT go through for review if these fields are not complete.
2022 CALL FOR ORIGINAL INVESTIGATIONS CASE REPORTS CASE PUZZLERS

2) 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) 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.
   b) 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.
3) The submission title should be specific to the main topic presented. Please do not use
   abbreviations in the title.
4) 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) 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 the
      submission deadline (April 4) or the submission will be rejected. (The deadline will
      be extended for those on submissions that are submitted for review in the last week
      before closing.) 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.
   b) 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.
6) A submission may only be submitted once; the submission may not be submitted under
   multiple submission categories.
7) All submissions must be submitted in English.
8) 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).
1. Please note, presenting does NOT provide complimentary registration, and registration
   and attendance at the meeting is required to for presenting authors. In the event that a
   change of presenting author must be made after submission, CHEST must be notified in
writing as soon as possible at abstracts@chestnet.org. The replacement presenter must be a co-author of the submission.

- Once accepted, you will not be able to further revise your submission, including adding or changing authors, as noted in your confirmation email after it is sent for publishing (August 1, 5:00 pm CDT).
- CHEST may edit submission titles (to match our publishing formats). Please edit submission for grammar and syntax prior to submission.

Review Information:
1. Submissions chosen for presentation are selected strictly by blinded peer-review.
2. The final determination on format of presentation is at the discretion of the Scientific Presentations and Awards committee or the Training and Transitions committee.
3. Submissions including content that is biased or promotional in nature will be rejected.
4. A submission will be rejected if the presenting author fails to submit their disclosure of conflicts of interest.
5. CHEST will not consider research and manuscripts that have been supported either directly or indirectly by tobacco companies.