



## RULES & INSTRUCTIONS FOR SUBMITTING ABSTRACTS

**Submission Deadline: April 15, 2021; 11:59 p.m. ET**

### Publication & Presentation

1. Submission of an abstract constitutes permission to publish the abstract. The electronic submission and review process is designed to ensure that no one other than authorized reviewers, the CF Foundation (CFF), and the publisher will have access to abstracts before the publication date. However, **once an abstract is submitted, absolute security cannot be guaranteed**. Therefore, an abstract should be considered “published” upon submission.
2. **Submission constitutes a commitment from the author(s) to present their poster if the abstract is accepted**. Presenting authors are required to register for NACFC. Poster presenters are encouraged to attend in-person, but virtual attendance will be permitted, as well. Only in-person attendees will be considered for Rapid Fire poster Talks, Thematic Poster Sessions and the Junior Investigator competitions.
3. Regardless of whether the poster presenter attending in-person or virtually, all posters will be available for viewing in the onsite and the online poster galleries. Every poster presenter will be required to upload their poster for printing and display at the meeting – this will be facilitated by CF Foundation staff, and you will not be required to hang your own poster. In addition, each poster PDF must be accompanied with a brief audio recording. Instructions on this process will be included with acceptance notifications.
4. The author submitting the abstract should be the abstract presenter if accepted. CFF only sends notifications to the submitting author.
5. All expenses associated with submission and presentation of the abstract are the presenter’s responsibility. Workshop or Thematic Poster Session presenters will receive a **20%** registration discount. Please note the discount does not apply to virtual registration. All poster presenters will be required to pay a poster printing fee during the registration process, as all posters will be printed by NACFC for display onsite.
6. Requests for withdrawal of an accepted abstract must be received by the CFF **in writing** at [nacfc@cff.org](mailto:nacfc@cff.org) by July 1.
7. **New this year:** Accepted abstracts will be published as a supplement to the *Journal of Cystic Fibrosis* (JCF). Accepted abstracts will be available on two websites: the [JCF website](#) and [ScienceDirect](#), an Elsevier portal that delivers journal content to universities and institutions.

8. If accepted, the presenting author will be required to certify, on behalf of all the abstract's co-authors, that:
  - a. all authors are aware of and have agreed to have the abstract submitted and published;
  - b. all authors agree to transfer copyright of the abstract to Elsevier (U.S. Federal Government authors: Since copyright cannot be transferred from government agencies, your abstract will be noted as public domain.);
  - c. author(s) will register to attend NACFC either in-person or virtually; and
  - d. author(s) understands that, if selected for oral presentation, author could be audio/video recorded his/her image and presentation; and
  - e. author(s) understands that the final poster must be uploaded by early September (exact deadline TBD)

## Submission Requirements

1. **Do not** submit case studies using the online abstract submission form.
2. Abstracts must be submitted in English.
3. Abstracts that have been submitted to other organizations (ATS, SPR, etc.) should not be submitted unless they contain **substantially different** data.
4. Abstracts are accepted based on scientific merit and originality. For acceptance, abstracts must:
  - a. address an important question
  - b. present novel concepts, approaches, data, or information
  - c. employ a study design that will permit the question to be answered
  - d. contain defined endpoints
  - e. describe methods in sufficient detail
  - f. contain sufficient data to support conclusions\*
  - g. clinical studies must contain enough patients to be statistically valid and significant

\*Placeholder abstracts are accepted but limited to **clinical trials**. Please see Placeholder Abstracts section on page 4 for details.

5. **Authors cannot split data to create several abstracts** from the same work. If splitting is judged to have occurred, acceptance of all abstracts may be jeopardized.
6. No more than **two** abstracts may be submitted by any submitting/first author.
7. Read "Guidelines for Categorizing Abstracts" to help you submit your abstract in the proper category. Carefully consider the category in which each abstract is to be submitted. Proper categorization will lead to referral to the appropriate review group. Improper categorization may limit the abstract's chances of acceptance. The "Guidelines for Categorizing Abstracts" is available on the [NACFC website](#). The abstract review committee and CFF reserve the right to make the final determination of the category in which

the abstract will be reviewed/accepted/presented. If you are not sure which category would be most appropriate, please contact us at [nacfc@cff.org](mailto:nacfc@cff.org).

8. Only completed, **submitted** abstracts will be eligible for review. Abstracts remaining in the system as drafts or incomplete will not be reviewed. If you return your abstract to draft status for editing, you must re-submit the abstract. Upon submission, you will receive an email as proof of submission; save this for your records.

## Format Instructions

1. Proofread your abstract carefully. If accepted, the abstract will be published exactly as it is submitted.
2. Title must be entered case sensitive.
3. When creating an account, entering authors/ institutions, use initial caps followed by lowercase letters (i.e., John Smith, Children's Hospital, 123 Main Street, City, State, Country).
4. There is a global limit of **3,500** characters (including spaces) for your entire abstract submission. For space-saving measurements we suggest the following:
  - a. Do not double-space between sentences. Do not accidentally add spaces at the ends of paragraphs – these count against the character length.
  - b. Standard abbreviations for affiliations may be used, including Dept., Div., Univ., Inc.
  - c. Citations should be brief and included in parentheses in the text, e.g., (Kamin W, et al. J Cyst. Fibros. 2014; 5:205-15). Do not include article titles but do include enough information to properly direct the reader.
  - d. When including citation in the body of the abstract, cite them by number in brackets before the sentence punctuation (e.g., [1].)
5. The system will allow you to submit one table **or** one graphic image.
  - a. Each row of the table, regardless of width, will automatically deduct an entire line (approx. 70 characters) from the total character count.
  - b. Each image will automatically deduct characters from the total space available for your abstract. Character count is determined by the image height. If you find that the image accounted for too many characters, you should reduce the height while keeping the width the same. Graphs, photos, and the like may be displayed on your poster.
6. Abstracts must be submitted in English.
7. Abstracts should not contain proprietary or confidential information.
8. If the drug has a generic version, the generic name(s) should be used for all drugs that qualify. If using brand names, they need to be company agnostic, not promotional, and consistent throughout your abstract(s) and presenting materials (poster, eposter, PowerPoint slides, etc.).

9. Genus/species names should be italicized, as well as genes, loci, and alleles; and parts of chemical names as appropriate (including *cis*, *trans*, *ortho*, and *para*).
10. Commonly used Latin terms (*in vivo*, *in vitro*) should **not** be italicized.
11. Avoid starting a sentence with a numeral. E.g., instead of “52 subjects completed the survey,” instead use, “The survey was completed by 52 subjects.”
12. If abbreviations are used, spell out the term in full upon its first use and follow it with the abbreviation in parentheses. Standard abbreviations may be used without definition, e.g., CFTR, NIH, FEV<sub>1</sub>.
13. Do **not** include the title and/or authors/institutions in the body of your abstract.

### Placeholder Abstracts

1. Clinical investigators may submit a placeholder abstract describing a very important clinical trial for which results are not available before the abstract submission deadline (but will be available before the conference).
2. Such abstracts should include:
  - a. background and purpose of the study;
  - b. study design;
  - c. patient selection criteria;
  - d. primary and secondary endpoints; and
  - e. any interim results.
3. **Be sure to include information about when the data will be available.** When submitting a placeholder abstract, authors must include when the last patient and the last visit will be finished for the study. If the final data will not be available before the conference, the reviewers will not accept the abstract.
4. These abstracts will undergo the standard review process and, if accepted, will be eligible for selection by workshop moderators for oral presentation in NACFC workshop sessions.
5. If a placeholder abstract is selected for oral presentation in a workshop session:
  - Workshop moderators must confirm with the presenters that final data will be available in time for presentation.
  - If the presenters will not have final data available in time for presentation, workshop moderators will need to withdraw the placeholder abstract from their session and select an alternate abstract for presentation.

6. Authors who submit a placeholder abstract will have an opportunity to update the submission, only if accepted. **IMPORTANT:** Authors will be notified on the editing period and will be granted “late” access to the abstract website to enter updates.