2018 North American CF Conference

INSTRUCTIONS FOR SUBMITTING LATE-BREAKING ABSTRACTS

Submission Deadline: September 5, 11:59 P.M. EDT

To be considered for acceptance, all abstracts must comply with the following submission instructions, as well as the "Rules for Submitting Abstracts." The "Rules for Submitting Abstracts" document is posted under the Abstract Submissions section on the NACFC website.

1. Abstracts must be submitted in English.

2. Abstracts should be as informative as possible and must:
    a. state the specific objective of the study;
    b. state methods;
    c. include sufficient data to support conclusions; and
    d. state conclusions.

3. Abstracts should not contain proprietary or confidential information.

4. Generic drug names should be used. Use of a brand name is permissible if it appears in parentheses after the generic name.

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 from the total character count for your abstract. If you have a table that cannot be submitted using the system parameters, contact ScholarOne Tech Support by clicking the "Help" button located in the top right-hand corner of the site.

    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. If you have an image that cannot be submitted using the system parameters, contact ScholarOne Tech Support.

6. A category must be designated for each abstract. Please make careful consideration before choosing a category. Please see the "Guidelines for Categorizing Abstracts" document.

IMPORTANT FORMATTING INSTRUCTIONS

1. There is a limit of **3,500** characters for the entire text of your abstract submission (this includes title, authors, institutions, abstract body, table and/or image, if any).

2. 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*).

3. Commonly used Latin terms (in vivo, in vitro) should **not** be italicized.

4. Avoid starting a sentence with a numeral. E.g., instead of "52 subjects completed the survey," use, "The survey was completed by 52 subjects."

5. Section headings (**Introduction**, **Methods**, etc.) should be in bold.

6. Because **you are limited to 3,500 characters**, we suggest the following measures:

   A. Do not double-space between sentences. Do not add spaces at the end of paragraphs.

   B. Standard abbreviations for affiliations may be used, including Dept., Div., Univ., Inc.

   C. Citations should be brief and included in parentheses, 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.

7. Enter the title in uppercase letters. Do **not** use all uppercase or all lower case letters in names and addresses when creating an account, or when entering authors/ institutions for an abstract. Please use initial caps followed by lowercase letters (i.e., John Smith, Children's Hospital, 123 Main Street, City, State, Country).

8. If typing the title and body directly into the text boxes below, you must insert **all** Greek and special symbols (e.g., Δ β © ™) using the **Insert Special Character** icon.

   If copying and pasting your title and body, all Greek and special symbols will transfer **unless** you are running Windows 98 Internet Explorer 5.5 or lower (MAC Classic OS 9 or lower). If you are running one of these, you will need to fix the Greek or special symbols using the **Insert Special Character** icon located in the text boxes.

   Note: Formatting (i.e., bold, italics, superscript, subscript) **MUST** be applied using the appropriate icons located above the Title and Abstract Body text boxes regardless of whether you type text directly or copy and paste.

9. 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_1.

10. Do **not** include the title and/or authors/institutions in the body of your abstract.

11. Place acknowledgements at the end of the abstract, e.g., Supported by _____.