North American CF Conference 2018
INSTRUCTIONS FOR SUBMITTING ABSTRACTS

Submission Deadline: May 16, 2018, 11:59 p.m. Eastern Daylight Time
Please read carefully and print a copy for your convenient reference.

1. To be considered for acceptance, all abstracts must comply with the following submission instructions and rules. The “Rules for Submitting Abstracts” document is posted on the Abstracts page under the Submissions section on the NACFC website and is also available on the Title/Body step of the submission process on the NACFC abstract website.

2. Abstracts must be submitted by the deadline date.

3. Abstracts must be submitted in English.

4. 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.

   *See “Rules for Submitting Abstracts” for details regarding submitting placeholder abstracts. Note: placeholder abstracts are limited to very important clinical trials.

5. Abstracts should not contain proprietary or confidential information.

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

7. 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 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 NACFC abstract website.
   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. Graphs, photos, and the like may be displayed on your poster.

8. A category must be designated for each abstract. Please make careful consideration before choosing a category. Please see the “Guidelines for Categorizing Abstracts” document. It is
posted on the Abstracts page under the Submissions section on the NACFC website and is also available on the Title/Body step of the submission process on the NACFC abstract website.

9. **PROOFING YOUR ABSTRACT CAREFULLY IS YOUR RESPONSIBILITY.** If accepted, the abstract will be published exactly as it is submitted.

**IMPORTANT FORMATTING INSTRUCTIONS**

1. There is a 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.
   
A. 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.

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.) must be in bold.

6. Enter the entire title in uppercase letters.

7. When creating an account, entering authors/ institutions for an abstract, 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 into the text boxes, you must insert all Greek and special symbols (e.g., Δ β ©™) using the Insert Special Character icons.

   If copying and pasting from a word processing application, 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, you will need to fix the Greek or special symbols using the Insert Special Character.

   **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, FEV₁.

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 ________.