

## Abstract Submission Guidelines

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### *Abstract Acceptance and Presentation*

#### **Acceptance**

Accepted abstracts will be published as a supplement to the *Journal of Burn Care & Research*. Abstracts are selected on the basis of scientific merit and are allocated to oral or poster presentations.

#### **Presentation:**

1. Request "oral," "poster" or "no preference" under the presentation preference header on the additional information page. **Selecting "oral" or "poster" will neither prejudice acceptance nor guarantee an oral or poster presentation because abstracts must be arranged to fit into a thematic group for presentation. However, the ABA will make every effort to accommodate your presentation request.**
2. Submission of an abstract constitutes a commitment by the author(s) to present it if accepted.
3. Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter.
4. The ABA reserves the right to all video or audio recordings of presentations at the Annual Meeting.

### *Rules for Submission of Abstracts*

#### **Author Name(s):**

1. If an author's name appears on more than one abstract, it must be identical on each abstract.
2. An author's name may appear on multiple abstracts.
3. Additions or deletions of author names will not be permitted after the submitter closes on September 23, 2007.

#### **Abstract Data:**

1. The American Burn Association's Annual Meeting is a forum for the presentation of best original work in the field of burn care. Thus, the work covered by the abstract must not have been previously published (Surgical Forum excluded) or accepted for publication prior to the 40th Annual Meeting.
2. The combined length of the abstract body, title, and table may not exceed **2,250 characters**. A character includes letters, numbers, and punctuation. The online submitter will not accept abstracts that exceed this character limit.
3. Authors should not "split" data to create several abstracts from one. If splitting is judged to have occurred, such abstracts may be accepted as ONE presentation. Authors will be asked to submit all the data as one presentation.
4. Resubmission of an abstract to make revisions is not permitted after September 23, 2007.

#### **Abstract Withdrawal:**

1. Requests for withdrawal of an abstract must be received in writing by December 3, 2007 to avoid publication in the *Journal of Burn Care & Research* and final program.
2. Proofread abstracts carefully to avoid errors before submission.

### *Rules for Preparation of Abstracts*

#### **Abstract Title:**

1. An abstract must have a short, specific title, which clearly defines the content of the paper.
2. Abstracts without titles or with titles that identify presenting institution or geographic area, will be disqualified.

#### **Abstract Text:**

1. Describe briefly the objectives of the study. State findings in detail sufficient to support conclusions. The format for the abstract should be as follows: **Introduction, Methods, Results, Conclusions, Grant Information**. All labels will automatically appear in **bolded** font. All fields are **required**.
2. Do not begin sentences with numerals.

3. Do not include title, authors, references, credits, your institution or your geographic area within the abstract.
4. Abstracts that identify the presenting institution or geographic area in the body of the abstract or the title will be disqualified.
5. **Trade names must not be used in the title or body of the abstract; use generic equivalents wherever possible. If a trade name must be used, include trade names from multiple companies rather than a single company's trade name.**

#### **Abstract Revisions:**

1. After the September 23, 2007 deadline, abstracts may not be revised in any way or resubmitted.
2. Additions or deletions of author names will not be permitted after September 23, 2007. Proofread abstracts carefully to avoid errors before submission.

#### **Abstract Acceptance:**

1. Acceptance letters will be emailed to the presenting author in mid-November 2007. Please be sure to include your fax number and email address when you submit your abstract.

## **Award Consideration**

### **General Information**

Authors are urged to consider one of the following four award categories when submitting their abstract:

1. **Moyer Award** - the principal investigator must be a resident or medical student;
2. **Lindberg Award** - the principal investigator must be a non-physician working on a basic science project;
3. **Clinical Research Award** - the principal investigator must be a non-physician working on a clinical research project.
4. **NBR Best Paper Awards - NEW THIS YEAR! Two awards for original research studies using information from the ABA's National Burn Repository.**
  - **NBR Best Paper by a Physician**
  - **NBR Best Paper by a Non-Physician**

Recipients of these awards receive an honorarium, a plaque or engraved medal, and their completed manuscript(s) are published in the *Journal of Burn Care & Research*.

Authors **MUST CHECK** the appropriate box on the abstract submitter to receive consideration for one of these awards.

Check **ONLY ONE BOX** for award consideration.

For accepted abstracts, authors indicating award consideration will be required to submit a completed manuscript online through the *Journal of Burn Care and Research* web site at [www.editorialmanager.com/jbcr](http://www.editorialmanager.com/jbcr). **An email will be sent at a later date to corresponding authors indicating how to complete the JBCR submission process online for the 2008 award consideration manuscripts.** Manuscripts must not make reference to authors, institution or geographic location. If reference to the institution is pertinent to the body of the manuscript, it must be blanked out. The manuscripts should be prepared according to the **GUIDELINES** for **AUTHORS** of the *Journal of Burn Care & Research*.

Questions may be directed to Tina Palmieri, MD, FACS, ABA Program Committee Chair at Shriners Hospitals for Children Northern California and the University of California Davis, 2425 Stockton Blvd., Ste. 718, Sacramento, CA 95817, or (916) 453-2050.

Questions regarding the submission process should be directed to the *JBCR* editorial office at: (708) 327-3438.

## Frequently Asked Questions

1. On the screens with the special character blocks, I can't see all of the instructions or the text I'm entering without constantly scrolling left, right and up and down. This is very frustrating. What can I do?

You may need to reset your screen resolution.

For Windows 95/98 users:

Click on "start" at the bottom of your screen.

Click on "settings"; then "control panel".

Choose "display" and then choose the "settings" tab at the top of the "folder".

Find the "screen area" block at the bottom, right-hand side of the screen. Make a note of the numbers at the bottom of the block. Then, click, hold and drag the slider bar tab to the right until the numbers displayed under the bar read "800 by 600 pixels".

Close all of the above windows and return to your submission. If you wish to reset your display after you finish your submission, simply repeat the steps above, dragging the slider bar to the left into its original position.

For Mac users:

Choose "monitors & sound" from "control panels" in the apple menu at the top-left corner of the screen.

Select "monitor"

Select a new resolution close to 800 by 600 pixels.

2. What should I do if my e-mail address changes?

Please contact ABA Customer Service by email at [abaabs@dbpub.com](mailto:abaabs@dbpub.com) or by phone at 800-375-2586 or 617-621-1398.

3. I began my abstract, but when I returned to the site, the information was missing.

You must select the "continue" button at the bottom of each form/page. When using any internet-based application, you must update the data that you enter before leaving the application in order to save it. Selecting the "continue" button will automatically move you to the next step in the submission process.

4. Without actually counting each keystroke, how can I be certain that I haven't entered more than the maximum number of words for my abstract submission?

The maximum number of characters allowed is 2,250. The number of characters that you used will be displayed on the abstract body page, as well as on the abstract summary page.

5. May I cut/copy and paste my abstract text from a word processor into the web submission system?

Yes, you may cut/copy and paste your abstract text into the text box on the body page of the web submission system. This web submission system also allows you to upload an existing file of the body of your abstract.

To upload an abstract, create and save the text of your abstract in a word processing system before you begin the submission process. The file should contain only the text of the body of the abstract. The abstract title, author name(s), institutions, etc. must be entered on their own separate screen. If your text includes special characters such as diacriticals, super- or subscripts, or Greek characters, you must confirm and repair any missing characters before you submit your abstract by following instructions on the palette of special characters available on the title entry screen.

6. On a printout of my abstract, my title is repeated.

You have entered your title in the title field and also at the beginning of your abstract. You need to revise your abstract body text and remove the title. Please proof your abstract carefully before you submit.

7. What is the deadline for abstract submissions?

Abstracts submitted online must be received by 11:59 PM EST on September 23, 2007. You will not be able to access the online submitter after this time. Technical support will not be available after 6:00 EST.

8. I am curious about what the abstract counter counts.

The abstract counter counts any character entered into the title, abstract body, table, and graphic. The number of characters counted for a graphic or a table is 250 characters each.

9. I want to include a table in my abstract. How do I indicate where the table should be placed?

The table will be placed at the bottom left below the abstract text.

10. The submission deadline is close, and the system seems slow. Why?

We anticipate that our servers will be experiencing their heaviest traffic closer to the deadline. Please submit early to avoid the possibility of frustrating delays. If you experience unreasonable delays, please contact the customer service team using the information below.

11. Can I make revisions to a submitted abstract prior to September 23, 2007?

Yes, you may return to the submitter site and edit your abstract until the deadline, September 23, 2007. No editing will be permitted after the deadline.

12. I am interested in the awards. Where can I find information concerning these awards?

Information regarding the awards is available on the submission instructions link on the title page and on the additional information page.

If you cannot find an answer to your question in this list, contact:

ABA Customer Service Team:  
Phone: (800) 375-2586 or (617) 621-1398  
Fax: (800) 830-2586 or (617) 621-1423  
Email: [abaabs@dbpub.com](mailto:abaabs@dbpub.com)