



41ST ANNUAL June 9 – 12, 2018 · Scottsdale, AZ
CONFERENCE ON SHOCK



ABSTRACT FORMATING INSTRUCTIONS

DEADLINE: The deadline for submissions is **January 31, 2018, 11:59 PM ET.**

ABSTRACT LIMIT: There are no restrictions on the number of submissions you may submit. An individual can be named as first author on more than one abstract. However, an individual may be the first author on only one abstract accepted for oral presentation.

- a. Abstracts from the same first author not accepted for oral presentation will be eligible for poster presentation.
- b. All accepted abstracts will be published in the journal SHOCK and must meet size limit for publication.

CHARACTER LIMIT: There is a limit of 3000 character count. Only one figure or table is allowed for each abstract submission. The character count includes title, body text, spaces, and figure or table. The maximum figure or table size (when reproduced for publication) will not exceed 3.5 inches wide by 1.5 inches in height. Reduce your image to 3.5 x 1.5 to see if it is still legible. All illustrations should be of professional quality (tiff files are recommended) and must be clear even after reduction in size for publication.

- a. Please note that artwork generated from office suite programs such as CorelDRAW and MS Word and artwork downloaded from the Internet (JPEG or GIF files) cannot be used.
- b. Color figures are allowed but all figures will be printed in black and white in the Shock supplement. Abstract reviewers will be able to view figures online in color. You will be advised of your character count usage throughout the submission process as you save and move to the next step.

TITLE AND BODY: *DO NOT INCLUDE INSTITUTION OR AUTHOR INFORMATION IN THE ABSTRACT TEXT.* All abstracts will be blinded relative to institution and authors during the review/selection process. The title should be entered in ALL CAPS. Do not put your title in quotation marks. Do not use formatting tags in the title. You may copy and paste your submission body into the appropriate sections.

DISCLOSURES: You will be asked to complete specific disclosures in order to finalize your submission.

INSTITUTIONS/AFFILIATIONS: You will be asked to enter all the institutional affiliations for your authors prior to adding the authors. You do not need to enter institutions in a particular order to be able to designate author affiliations. After entering all affiliations, you will proceed to the next step of adding authors and then associating them with the already entered affiliations.

AUTHORS: Please enter all authors in the order they should appear in the heading of the abstract. If you (the Contact Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter.

TABLES AND IMAGES: You are allowed one table or one image with your submission and it will appear at the end of your abstract, both on the proof and for publication. Please conform to the requirements provided in this step.

ABSTRACT SUBMISSION FEE: A fee of \$30 (payable by credit card Visa/MasterCard only) will be required for each submitted abstract.

ABSTRACT PROOF: Please check your abstract proof carefully making sure all characters and formatting are displaying properly. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make corrections.

COMPLETING YOUR SUBMISSION: If you have not completed all required sections and details, you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom "Proof and Submit" page.

SUBMISSION OR MEETING QUESTIONS: If you have questions regarding the submission criteria or questions, please contact the Shock Society Meeting Management at Meetings@ShockSociety.org.

TECHNICAL SUPPORT: If you have any difficulty with the submission process, please email Meetings Center Technical Support at shock@meetingscenter.org