



INSTRUCTIONS FOR ABSTRACT SUBMISSION

Deadline: Thursday, March 1, 2018 at 11:59 p.m.

The 2018 Abstract Submission Site is now open. There are two ways to submit your abstract:

1. To the AAST Annual Meeting
2. To the 4th World Trauma Congress

Please do not submit your abstract to both sites, please select one or the other.

Rules:

- Original, new and significant scientific work only
- Work presented at local, state and regional COT competitions ARE eligible
- The work MUST not have been presented at ANY other meeting: local, state, regional or national
- The work cannot be presented at the Resident Competition at the American College of Surgeons in October 2018
- The submitted abstract should not be similar to any work submitted to any other organization or journal
- Any content that has been made publicly available in print or online, if part of a submitted abstract, may jeopardize the originality of the submission and preclude consideration by the AAST.
- Two new abstract categories were added in 2017: Geriatric Trauma and Pre-Clinical/Translational
- **NEW IN 2018: The Acute Care Surgery category was changed to Emergency General Surgery**
- For the 4th World Trauma Congress, you DO NOT need an AAST member sponsor if you do not have an AAST member as an author.

IMPORTANT NOTES:

- If selected for oral presentation for the AAST Annual Meeting, all presenters **MUST** submit a manuscript to the *Journal of Trauma and Acute Care Surgery* prior to the AAST meeting by Friday, September 7. Failure to do so may include sanctions of not presenting at the meeting or the presenting author, senior author or institution not presenting at an AAST Annual Meeting for the next two years.
- All manuscripts **must** be submitted to the discussant by the deadline set by the Program Chair (September 5th).
- The first author is considered the presenting author, if the first author is not the presenting author, you must notify the AAST at the time of acceptance (aast@aast.org).
- All selected abstracts become the property of AAST and once you submit, you acknowledge that accepted abstracts will be published on the AAST website for the duration of the meeting and archived for at least 10 years on the AAST website.
- If an abstract DOES NOT include an AAST member as an author, a sponsor is required. If the submitter does not have a sponsor, contact the AAST (sgautschy@aast.org) prior to finalization of the abstract so a sponsor may be secured.
- All presenters are required to register for the Annual Meeting.
- The corresponding author receives all communication on the acceptance of an abstract, BUT the corresponding author is **NOT** listed in the authors. The corresponding author

must be added in the co-author section of the submission site. All abstracts **MUST** have a corresponding author.

- QUICKSHOT Presenters: you are required to submit a manuscript to the discussant; however, you are NOT required to submit a manuscript to the *Journal of Trauma and Acute Care Surgery*.

ABSTRACT PREPARATION

Abstracts submitted must adhere to the following specifications to be considered for presentation at the 77th Annual Meeting of the American Association for the Surgery of Trauma and Clinical Congress of Acute Care Surgery and 4th World Trauma Congress, September 26-29, 2018

- All abstract MUST fit on one page. Abstracts longer than one page will be withdrawn.
- No reference to the names of the authors or institution should be included in the body of the abstract. **If there is reference to the authors or institution, the abstract will be withdrawn.**
- There is a limit of 15 authors per abstract.
- A disclosure form MUST be completed by the first (presenting) author during submission. If the first author changes OR there is a change in the conflict of interest, it is the responsibility of the submitter or first author to notify the AAST. Failure to do so could result in the paper being withdrawn from the program or the institution not being able to present at an AAST Annual Meeting for two years.
- The following are guidelines for the abstract. *Just because your abstract fits in these guidelines does not mean it will fit in the abstract system.*
 - The title, authors and discussant section is 12 lines of the abstract
 - The page size is 8.5 in x 5.5 in
 - Printable area counting margins is 7.75 x 4.7
 - Margins are: Left 0.3 in, Right 0.5 in, Top .25 in, Bottom is .5 in
 - Font = Times New Roman 11pt.

Submission to the Journal of Trauma and Acute Care Surgery or Trauma Surgery and Acute Care Open

All oral presenters (for the AAST portion of the meeting) are required to submit a manuscript to the *Journal of Trauma and Acute Care Surgery* for first right of publication. Failure to do so will result in sanctions to the institution and the first author in either the paper pulled from the program or the institution not being able to present from the podium for two years. Notification of sanctions will be made prior to the start of the meeting.

All Quickshot and poster presenters are encouraged to submit a manuscript to either *Journal of Trauma and Acute Care Surgery* or *Trauma Surgery and Acute Care Open* but it is not mandatory.

AAST has an early manuscript submission process for those who want their paper published in January 2019. To receive expedited review and publish in January 2019, the manuscript must be submitted by August 1, 2018. All manuscripts submitted August 2-September 7th, if accepted, will be fast-tracked for publication in the Journal's first volume (issues 1-6) of 2019.

As all oral presentations will be under consideration for publication in the *Journal of Trauma and Acute Care Surgery*, authors are asked to refrain from distributing complete reports (i.e. copies of manuscripts under consideration) or full data presented as tables and figures to journalists. Although media coverage of the presentations themselves will not necessarily preclude publication, associated manuscripts are subject to the Journal's embargo policy (i.e. full reports or elements of manuscripts under review may not appear in print or online until publication, which, in most cases, will occur within 6 months of the AAST meeting).

4th World Trauma Congress Abstracts

1. You are not required to have an AAST member sponsor if an author is NOT an AAST member. You must submit your abstract to the 4th World Trauma Congress abstract submission site.
2. The best papers from the 4th World Trauma Congress will be published in a supplement of the *Trauma Surgery and Acute Care Open*, AAST open access journal. Authors will be notified to submit their work.
3. Please make sure all work is original and has not been presented to any other meeting.