RULES FOR ABSTRACT SUBMISSION

Requirements

Scientific material must be original and not previously published, nor currently accepted for publication or presentation at another meeting prior to the USCAP 2018 Annual Meeting. You may submit as many abstracts as you wish; however, no more than three abstracts will be accepted from any first author. There is no limit for co-authorship. Abstracts are blinded for review. Please do not include identifying information in the body of the abstract (such as institutional names).

Submission Deadlines

Only electronic submissions will be accepted. Electronic submissions must be received by September 28, 2017; 12:00 PM Noon, Central Time.

- Electronic submissions not received by September 28, 2017; 12:00 PM Noon, Central Time will not be accepted for review.
- Abstracts will not be accepted for review unless accompanied by a disclosure statement from each author and co-author, completed online. Forms are no longer faxed and must be completed electronically within the Author Disclosure page.

Verification of Receipt of Abstract

Notification of receipt will be e-mailed to the contact author within 1 business day of abstract receipt. NOTE: It is your responsibility to contact USCAP (support@uscap.org) if you do not receive confirmation of abstract receipt within 1 business day. USCAP will be able to confirm receipt of your abstract or will assist you to ensure that your abstract is received.

Abstract Fee

There is a $45 non-refundable processing fee for each abstract submission. Credit card payment must be made on the Pay & Submit page to complete the submission process.

Stowell-Orbison Awards and Autopsy or Surgical Pathology Awards for Pathologists-in-Training

Application information can be completed on the Award Info. page of the submission program. A copy of your award application will be available to print upon submission of your abstract. This form must be completed prior to the submission of the abstract. There are no exceptions to this rule. Applicants can only submit one paper per person, and the first author must be a pathologist-in-training. Abstracts accepted for Stowell-Orbison Awards and/or Autopsy or Surgical Pathology Awards, will be presented as posters on Monday morning of the USCAP Annual Meeting. Abstracts which are submitted for this competition, but not accepted, will automatically be considered for acceptance and presentation as a regular abstract.

Disclosure Statement

The USCAP has zero tolerance for any commercial bias in abstracts. The content must be presented objectively and free of any commercial bias. Reviewers are instructed to reject any abstract which does not meet these criteria. A copy of the disclosure form will be available after submitting your abstract.

You must complete the Author Disclosure information page of the submission program to submit your abstract. After submission has been completed, print the disclosure form, and retain for your records.

No abstract will be accepted for review without completion of the disclosure form, which indicates that any relationship with a company whose products and/or services are discussed in the abstract will be disclosed to the audience and that any use of investigational products, or products not labeled for use under discussion...
in the abstract, will also be disclosed to the audience. This policy is not intended to prevent authors with such a relationship from making a presentation. Disclosure is required to help maintain objectivity and allow the audience to form their own judgment about the material presented with the benefit of full disclosure of facts.

Presentation
Check “Poster Only” or “Either Poster or Platform” on the Submit Abstract page. Authors designating the latter must accept the decision of the USCAP's Abstract and Education Committee. Assignment to either poster or platform session in part reflects the scientific merit of the abstract, but may also reflect the Committee’s opinion that the material contained in the abstract would be more effectively presented as a poster.

Poster Presentations
Posters will be on display for half days on Monday, Tuesday or Wednesday. Authors are expected to be at their poster during the breaks. Poster boards will be 46” tall x 70” wide.

The United States & Canadian Academy of Pathology would like to provide you with the opportunity to create your poster entirely online by using the Call4Posters® service. This optional service allows you to have your poster shipped directly to the meeting for on-site pick-up! Additional information on this service will be provided when the abstract notification e-mails are sent out.

Additionally, the USCAP is offering a free poster upload service for inclusion in the iPosters™ Virtual Poster Program. This program increases your poster exposure beyond the 2018 Annual Meeting, allowing viewers to access your graphs and photos throughout the year. If you wish to see posters which were placed online from the 2017 USCAP Annual Meeting go to www.uscap.org and click on the Meetings Tab>Past Meetings>Annual Meeting>2017 Annual Meeting, and select View Online Posters from the left navigation menu (iPosters).

Further details will be included in the abstract acceptance information.

Platform Presentations
Fifteen (15) minutes will be allotted for each presentation of which five (5) minutes are reserved for discussion. Please Note: All platform presentations must utilize digital/electronic projection. (You cannot use 2x2 transparency slides for platform presentations).

Notifications
Notification of acceptance or rejection will be sent to the corresponding/contact person by e-mail in early November. A second notification specifying presentation type and further details about the presentation will be posted on the this web site in early December. You will not receive any notifications by mail.

Notification e-mails will be sent to the corresponding/contact author when the information is available. If you do not receive an e-mail by the end of December please log into the Abstract Submission web site with the login credentials used to create the submission.

Registration
All presenters are required to register for the meeting and pay the general registration fee. Online registration will be available on the USCAP website in October (www.uscap.org). All registrations must be completed online. Register early as fees for early registration are discounted.

Instructions to Typist
1. The abstract title must be in Title Case.
2. Enter the full first name for authors, not initials.
3. Enter institution, city, state, and country.
4. The entire abstract, including title, author(s), location, and text, must fit within the size-limit set by the program (2764 characters including characters and spaces). The program will not allow you to submit your abstract unless it fits in the required space.
5. The abstract should be divided into the following headings: Background, Design, Results, and Conclusion.
These headings will automatically be created in your abstract - you do not have to type them in. The submission program provides you with the ability to enter information in each of these sections and displays them on the final abstract form in this manner.

6. Standard abbreviations are acceptable. A special abbreviation should be placed in parentheses after the first appearance of the full word for which it stands. Special Greek and mathematical symbols are provided in the character map within the program.

7. The first letter of the name of proprietary drugs should be capitalized. Generic names are preferred and should be written without capitals.

8. Proofread your abstract carefully. Once submitted no corrections or changes can be made.