

## CSTM Abstract Submission Guidelines

All abstracts should be as informative as possible and adhere to the following guidelines. Previously published work is not eligible unless within 6 months of the conference.

### Format

- Introduction / Objective - A short description of the research, program, or idea and what need it addresses.
- Design and Methods - This section should be the longest and most detailed part of the abstract. The content will vary depending on the type of research or activity conducted.
- Results - The outcomes of the research or activity conducted
- Conclusions - Implications for practice or policy; future directions
- Acknowledgements - enables you to thank all those who have helped carry out the research or activity

### Categories

Authors are asked to choose a category that reflects the overall theme of the abstract:

**Administrative** e.g., financial, lab, personnel, practice, quality management, education/developing curriculum, information technology and informatics

**Basic science** (e.g., mechanism of IVIg action)

**Clinical** e.g., transfusion medicine practice including validation, patient blood management, donor services, hemovigilance, cellular therapies, blood product utilization, case studies

The Abstract Committee reserves the right to re-categorize abstracts if the wrong category is selected by the submitter.

### Additional Submission Requirements

- Abstracts must be submitted electronically by populating the submission form directly. It is not acceptable to upload files.
- Please use standard abbreviations. Place special or unusual abbreviations in parenthesis after the full word when it appears for the first time.
- Errors, misspellings, and incorrect abbreviations will not be corrected.
- Minimize the use of charts as this detail is not used to evaluate the merit of your abstract
- Abstracts not to exceed 400 words (including the abstract heading)
- An individual may submit more than one abstract. One official online submission is required for each abstract.
- There is no fee to submit abstract(s).
- Edits to submitted abstracts may be made up to the submission deadline. If you require assistance for making edits, contact the CSTM abstract committee
- Submission of an abstract constitutes a commitment by the author to present if accepted. Expenses associated with the submission and presentation of an abstract are the responsibility of the author/presenter. The presenter is required to attend the annual meeting during the day of the presentation and must submit the applicable registration fee.
- Authors must indicate on the submission form whether you are interested in being considered for an oral presentation, very few are selected for oral presentation
- If an abstract is accepted for poster or oral presentation, the presenter(s) agree(s) to register for the Conference and pay the appropriate Conference registration fee.
- By submitting the abstract the authors are consenting to publication in Transfusion Medicine Reviews. The top 4 abstracts will be selected.

### Additional requirements

- Presentations must be free of commercial bias for or against any product
- Generic names should be used wherever possible
- Do not include any of the following identifying information in the body or title of the abstract text:
  - Names of authors
  - Names of institutions
  - Geographic locations of institutions or study sites

### Abstract selection and notification

#### **Rejection criteria:**

Abstracts will be rejected by peer reviewers for any of the following reasons:

- Statistical analysis needed but not provided
- Stated conclusion cannot be reached from data presented
- Format instructions not followed- e.g., no conclusion given
- Abstract poorly written, confusing or contains major spelling or syntax errors
- Commercial bias/advertising

Presenting authors will receive notification of the status of their abstract via email.