

16th International Cord Blood Symposium Abstract Preparation and Submission Guidelines

All abstracts should be as informative as possible while adhering to the guidelines below. Abstracts that do not adhere to these guidelines will not be reviewed. The deadline for abstract submission is March 29, 2018. Submitting authors will receive notification via email regarding the status of their abstract on or before April 16, 2018.

Responsibilities of the Submitting Author

The submitting author agrees that the abstract meets the following criteria:

- The author(s) has not published the data in a scientific journal, nor will the data be published prior to the 16th International Cord Blood Symposium (June 2018).
- The accuracy of the submitted abstract is the responsibility of the author(s). Author(s) should prepare and proofread their abstracts carefully prior to submission. Errors made on submitted abstracts may appear in print.
- Submission of an abstract constitutes a commitment by the author(s) to present at the 16th International Cord Blood Symposium if accepted. Expenses associated with the submission and presentation of an abstract are the responsibility of the author(s)/presenter. The presenter is required to attend the symposium on the day of presentation and must submit the applicable registration fee.
- The content of the presentation and reference materials will remain the responsibility of the author(s). A commercial supporter may help prepare the presentation, but abstracts must not be biased in a way that may advance the proprietary interest of the sponsor.

How to Submit an Abstract

1. Submission

Abstracts may be submitted only through the [ICBS abstract submission website](#); faxes and mailed submissions will not be accepted. Authors can revisit and make edits to their abstract at any time (even after the abstract has been submitted) prior to the submission deadline of March 29, 2018. The submitting author will receive an email with instructions to access the abstract immediately following submission.

Questions or requests regarding assistance with the submission site should be directed to +1.401.334.0220 between the hours of 8:30 am and 6:00 pm Monday - Friday, US EST (GMT - 05:00).

2. Format

Abstracts must include the following sections:

- Background/Case Studies – Objectives/goals or why the study was performed.
- Study Design/Methods – Key methods utilized in the study.
- Results/Findings – Summary of the results observed (black and white tables and graphs can be used). **IMPORTANT:** For an abstract to be accepted, quantitative data must be included. Although data should be summarized, it is critical that abstracts include specific reference to

data and statistical significance of findings. Statements such as "the results will be discussed" or "the data will be presented" will be considered inadequate.

- Conclusion – A statement of the authors' conclusion based on the stated results.

3. Uploading the Abstract

Submitting authors will have the option of cutting and pasting the body of the abstract into the submission site or uploading a file. When including a table or figure, submitting authors should save the files as HTML, then upload it to the submission site to ensure proper placement. To save as HTML, use the "File > Save As" command in the word processing software. Among the list of possible file types should be "HTML," "HTM" or "Web Page." Any of these are appropriate. If the choice of "Web Page" or "Web Page, Filtered" are offered, please choose the latter.

If the abstract contains one or more images, the word processing software will likely save one HTM/HTML file containing the text of the abstract and will save the image as a separate GIF or JPG file. After the abstract has been uploaded as an HTM/HTML file, the abstract submission system will automatically prompt the submitter to upload the image(s). The image file will either be in the same folder as the HTML (text) file, in a similarly named sub-folder, or in the location from which the user inserted or linked them into the word processing file. Full instructions for upload are also included in the abstract submission site.

4. Authors

The contact information and affiliation(s) for each author is required. AABB requests that no more than 10 authors are submitted with each abstract.

5. Continuing Medical Education Requirements

Continuing Medical Education (CME) credit is offered for those attending the oral abstract presentations at the symposium. Therefore the following requirements apply to abstract submissions:

- If the abstract involves commercial products, it must be objective and rely on scientific methods.
- Presentations must be free of commercial bias for or against any product.
- Generic names for medical treatments and devices should be used whenever possible. If trade names are included, they should not be that of a single company. (The intent is to avoid abstracts submitted solely for commercial or promotional purposes.)
- Reports of scientific research must conform to generally accepted standards of experimental design, data collection and analysis.

6. Identifying Information

Do not include any of the following identifying information in the abstract body or title:

- Name(s) of author(s)
- Names(s) of institution(s)
- Geographic locations of institutions or study site(s) (unless a significant element of the study)
Some acceptable and unacceptable examples of geographic location are shown below:

- Unacceptable: “blood components were obtained from the Pasadena County Blood Center”
- Acceptable: “blood components were obtained from a regional blood donor center”
- Unacceptable: “blood bank of a large, tertiary care medical center in the US Northeast”
- Acceptable: “hospital-based blood bank”
- Acceptable: “transfusion-transmitted avian influenza in southern Afghanistan”
- Acceptable: “alloimmunization rates in the Yanomami of southern Venezuela”
- Use of the first person in descriptions of the authors’ previous work
 - Unacceptable: “We previously demonstrated that...”
 - Acceptable: “It has been shown...” or “Investigators previously demonstrated that...”

Additional Submission Instructions

Authors submitting abstracts for presentation at the 16th International Cord Blood Symposium must follow the additional instructions below. Submitting authors should carefully proof abstracts prior to submission.

- Every effort will be made to publish the abstract exactly as submitted. Although abstracts will be typeset for print and electronic distribution, they **will not** be edited or corrected by the AABB staff except as needed to conform to publication style.
- The combined length of the abstract body, title, and table must not exceed **2,900** characters, including spaces. A character includes all letters, numbers and punctuation. The online submission site will not accept abstracts that exceed this character limit.
- Titles should be indicative of the content of the abstract. The title should be brief and must be entered in title case (first letter of every word capitalized).
- Authors should include statistics when doing so allows for a clearer interpretation of the data.
- Authors may include one figure or table as long as it is black and white and does not require retouching. The resolution must be appropriate for publication.
- All units of measure should be expressed in the metric system; temperatures should be expressed in Celsius.
- Generic names of drugs must be given, typed in lower case. If the proprietary name is also given, the first letter must be capitalized.
- Unless an abbreviation is widely known and accepted (e.g., CDC, HIV), the term or phrase must be written in full the first time it appears in the abstract, followed by the abbreviation in parentheses. Abbreviations should not be used in abstract titles.
- If possible, sentences in the abstract should not begin with Arabic numbers.
- The presenting author must indicate any commercial involvement, support or conflicts of interest of themselves or their spouse when completing the disclosure section of the submission.
- Submitting authors are strongly encouraged to print the summary page of their abstract submission for their records before submitting.

Rejection Criteria

Abstracts may be rejected for any one of the following reasons:

- Insufficient data presented
- Statistical analysis needed, but not performed
- Stated conclusion not evident from data presented
- Information previously published or generally well known and documented
- Format instructions not followed (e.g., no conclusion given, etc.)
- Information has limited significance or relevance and interest for an international symposium
- Abstract poorly written, confusing, unclear or contains significant spelling or grammatical errors
- Advertising (commercialization)
- Identifying information (e.g. names of investigators or institutions, unnecessary reference to geographic location) included in the title or body of the abstract
- Error in method or data presented