



## Abstract Submission: Guidelines and Instructions

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### Key Dates:

- Abstract submission opens: October 2019
  - Abstract submission closes: January 31, 2020
  - Abstract acceptance notifications sent: March 1, 2020
  - Abstract programming assignments sent: March 23, 2020
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### Guidelines:

**Requirements:** Nutrition 2020 abstract submissions must include unpublished, original research and be submitted through the [Nutrition 2020 Abstract Submission website](#). Multiple abstracts can be submitted by the same presenting author but must address different research. All abstracts must be submitted in English with accurate grammar and spelling suitable for publication. Authors are expected to comply with the [Nutrition 2020 Scientific Integrity Policy for Submission of Abstracts](#).

**Authors:** Abstracts must be submitted by the presenting author who is expected to present the abstract at Nutrition 2020. Co-authors can be included on the abstract.

**Abstract Submission Fee:** Presenting authors are required to pay a non-refundable \$70 fee for each submitted abstract. A credit card will be required for payment. No refunds will be provided if the abstract is withdrawn. The abstract submission fee is separate from the meeting registration fee.

**Award Competitions and Travel Funding Opportunities:** Based on academic level and ASN membership status, presenting authors may apply for award competitions and travel funding opportunities during abstract submission. Notifications will be sent to selected individuals in April 2020.

**Revisions:** Revisions can be made through the Nutrition 2020 Abstract Submission website through January 31, 2020. Please proofread abstract submissions carefully because edits will not be made by ASN staff. Abstracts will be published verbatim using the text and author information provided during abstract submission.

**Abstract Review:** All abstracts will be peer-reviewed through a blind review process for quality assurance. Reviewers will consider the following when rating abstracts: abstract components (objective, methods, results and conclusions), significance and writing quality. Results should include at least

preliminary data. To say, “the results will be discussed at Nutrition 2020,” is insufficient. **Abstracts without results will be rejected.** Exceptions will only be made for study protocol abstracts, which must be denoted as a study protocol in the abstract title.

**Acceptance and Programming Notification:** Presenting authors will be notified by email regarding abstract acceptance on March 1, 2020 and abstract programming details (abstract presentation number, presentation type/date/time/location) on March 23, 2020. Please make sure your e-mail settings will allow emails from [mcrispino@nutrition.org](mailto:mcrispino@nutrition.org), [education@nutrition.org](mailto:education@nutrition.org) and [support@conferenceabstracts.com](mailto:support@conferenceabstracts.com) to insure important program information gets through your SPAM filters.

**Publication:** Accepted abstracts will be published in *Current Developments in Nutrition*, ASN’s open access journal. Abstracts will be published verbatim using the text and information provided during abstract submission. Abstract authors will be listed in the same order as they are included in the abstract submission.

While abstracts will be published in *Current Developments in Nutrition*, **abstracts will not be indexed in PubMed this year.**

Authors are free to develop their work into full article submissions without any permission or approval by the *Current Developments in Nutrition* editors. All authors are encouraged to submit their full articles to one of ASN’s journals: *The Journal of Nutrition*, *The American Journal of Clinical Nutrition*, *Advances in Nutrition* or *Current Developments in Nutrition*. When submitting your work to an ASN or other journal, publication of the meeting abstract should be mentioned in the cover letter to the submitting journal. When submitting outside the ASN family of journals, authors are encouraged to read the journal’s Instructions for Authors or contact the editorial office for further guidelines on disclosing abstract publication.

Full abstract citation information will be available once the abstracts are published in *Current Developments in Nutrition*. Please note that all citations should include the text (abstr) and the Nutrition 2020 abstract presentation number at the end.

*Citation Example:*

[Author Names]. [Abstract Title]. *Current Developments in Nutrition*, [Volume]; [Issue]:[DOI] [DOI link], (abstr [Nutrition 2020 abstract presentation number]).

**Embargo Policy:** Accepted abstracts are embargoed until either their publication in *CDN*, the meeting app, or the beginning of the first session in which they are presented, whichever happens first. An embargo means that information and data pertaining to the abstract may not be announced, publicized or distributed before the embargo date and time. Promotion of general topics, speakers or presentation times is allowed and encouraged as long as specific findings are not included in the announcement.

**Meeting Participation:** Submission of an abstract constitutes a commitment by the presenting author to present it if accepted. Failure to present, if not justified, will jeopardize future acceptance of abstracts for ASN conferences.

**Registration Fee/Travel Costs:** Presenting authors associated with an abstract must register for the meeting and are responsible for all travel expenses (airfare, food, hotel, etc.) associated with presenting at the meeting. The registration fee and travel costs are separate from the abstract submission fee. [Click here](#) for more information about Nutrition 2020 registration and housing.

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## Instructions:

### NEW THIS YEAR:

You may notice changes to the Nutrition 2020 abstract submission process.

Under the recommendation of ASN's Research Interest Section (RIS) chairs and based on attendee feedback, refinements have been made to:

- Make submission easier by having authors submit their work to broad topical areas; and
- Help the RIS and Council chairs identify abstracts with related content to facilitate programming of innovative and cross-disciplinary sessions.

During submission, authors will be asked to:

1. Select a **Primary Track** that best correlates with their work. We recognize that often research crosses several tracks, and that is okay. We will use this information to assess the overall distribution of program content and to assist with the recruitment of abstract reviewers.
2. Identify a **Primary Topical Area** related to the subject of your research. Again, we recognize that abstracts could cross multiple areas, and that is okay.
3. Identify two **Keywords** to assist with abstract programming. Suggested keywords have been provided by RIS and Council chairs. You may choose any keywords from the list provided (it may or may not be a suggested keyword provided by your interest group or council!) or you may choose to insert your own.

Selection of a narrow abstract category, which was mandatory in previous years, will not be required for Nutrition 2020.

Supporting images, tables and graphs will **not** be accepted with abstracts.

Accepted abstracts will be published in *Current Developments in Nutrition*, ASN's new open access journal. **Abstracts will not be indexed in PubMed this year.**

Questions? Please contact [education@nutrition.org](mailto:education@nutrition.org).

**Abstract Submission Website:** Nutrition 2020 abstracts must be submitted through the [Nutrition 2020 Abstract Submission website](#). All presenting authors must create a new user account to submit an abstract. To do so, click the 'Join Now' button at the bottom of the [Nutrition 2020 Abstract Submission website](#) login page.

**Technical Support:** Technical Support can be reached 9:00 AM to 9:00 PM EST, Monday to Friday, by toll-free phone at 877-426-6323 or by e-mail at [help@conferenceabstracts.com](mailto:help@conferenceabstracts.com).

*The following information will be required during the abstract submission process. Presenting authors will be required to complete a series of tasks which are described below.*

#### ABSTRACT INFORMATION:

Once logged into the Nutrition 2020 Abstract Submission website, presenting authors should click the green 'Click here to begin a new abstract' link to begin.

**Abstract Title:** The abstract title should be entered in Title Case and be short and specific. The abstract title has a character limit of 150 characters not including spaces.

**Preferred Presentation Type:** Presenting authors can indicate their interest in a preferred presentation type for the abstract. These include:

- **Poster (Poster Session):** Nutrition 2020 will feature traditional Poster Sessions on May 30, May 31 and June 1, 2020. Poster presentations offer attendees the ideal opportunity to present their own research and learn more about their peers' science.
- **Oral (Oral Session or Poster Theater Flash Session):** At Nutrition 2020, Oral Sessions and Poster Theater Flash Sessions will highlight outstanding abstracts in a topical area. Presenting authors can opt to have their abstract considered for oral presentations, however, selection is not guaranteed. If an accepted abstract is not selected for oral presentation, it will be programmed as a poster presentation.
- **Indifferent**

**Presenting Author Academic Level:** The academic level of the presenting author must be indicated during abstract submission. Academic levels include:

- Investigator (more than 5 years past receiving a doctoral or terminal degree)
- Young Investigator (within 5 years of receiving a doctoral or terminal degree)
- Postdoctoral Fellow
- Medical Trainee (intern/resident/fellow)
- Graduate Student
- Medical Student
- Undergraduate Student
- High School Student
- None of the above

✓ When the above information is provided, click the blue 'Submit' button to create the abstract. Once an abstract is created, a Task List page will be displayed.

#### AUTHOR(S) TASK:

**Presenting Author:** The presenting author's contact information and ASN membership status must be provided when a user profile is created on the Nutrition 2020 Abstract Submission website. Once logged in and a new abstract submission is started, the presenting author's information will automatically be included in the Author(s) Task. Follow the directions provided to confirm/complete the presenting author's profile.

**Co-Author(s):** Contact information (organization, address, email address, telephone number) and credentials (degree) for all co-authors must be provided. Follow the directions provided to confirm/complete co-author profiles.

Accepted abstracts will be published in *Current Developments in Nutrition*, ASN's open access journal. Abstract authors will be listed in the same order as they are included in the abstract submission.

- ✓ When all authors are added and their profiles are completed, click the blue 'Save Authors' button to complete the task.

#### ABSTRACT TASK:

##### **IMPORTANT NOTES:**

- Due to the amount of information required, ASN recommends that presenting authors develop and save their abstract in a Word document. Abstract text can then be copied and pasted into the abstract heading sections described below.
- The Abstract Task cannot be saved unless all required fields are completed. Required fields include:
  - Primary Track
  - Primary Topical Area
  - Objectives
  - Methods
  - Results
  - Conclusions
  - Funding Sources

**Primary Track and Primary Topical Area:** Presenting authors must select a primary track and primary topical area with which the abstract should be associated. Only one track and topical area can be selected. Please consider submitting your abstract even if you believe it does not fit precisely into one of the options available. Abstracts will be reviewed and an abstract's track and/or topical area may be adjusted to group like abstracts together for presentation.

Leaders from ASN's Research Interest Sections and Councils will use the topical areas and keywords (more information below) to program abstracts. [Click here](#) to view/download the complete track and topical area list.

Below, please find more information about specific topical areas for clarification:

- **Case Study Vignette Abstracts:** Special instructions regarding Case Study Vignette abstract submission are included on page 8.
- **Methods Abstracts:** Abstracts should address newly established or characterized methods, or evaluations of existing methods.
- **Protocols Abstracts:** Abstracts should include descriptions of proposed studies, or recruitment and process results of newly started studies. Abstracts including preliminary results from ongoing studies should not be submitted to the Protocols topical area and should be submitted to the appropriate topical area for the abstract's content.

**Abstract:** The abstract has a character limit of 2000 characters not including spaces. Each abstract should be formatted using the headings Objectives, Methods, Results, Conclusions and Funding Sources. The abstract's current total character count not including spaces can be found in the gray bar at the bottom of the page.

- **Objectives:** State the precise objective, the specific hypothesis to be tested, or both.

- **Methods:** Provide a clear, concise description of specific methods, including research design. Describe interventions, if used.
- **Results:** Report the most important findings, including results of statistical analyses. Results should include at least preliminary data. To say, “the results will be discussed at Nutrition 2020,” is insufficient. **Abstracts without results will be rejected.** Exceptions will only be made for study protocol abstracts, which must be denoted as a study protocol in the abstract title.
- **Conclusions:** Summarize in 1 or 2 sentences the primary outcomes of the study, including their potential significance (avoid generalizations).
- **Funding Sources:** Funding sources (organizations, institutions, agencies) for the research included in the abstract should be listed. Grant numbers should not be included in the abstract as this could impact the efficacy of a blinded abstract review process.

This year, supporting images, tables and graphs will **not** be accepted with abstracts.

When using abbreviations for compounds, the full name should be spelled out for the first mention. The *Current Developments in Nutrition* [instructions](#) for abbreviations, units of measure and nomenclature should be followed. Do not begin sentences with numerals.

Names and institutions of the presenting author or co-authors should not be included in the abstract body as this could impact the efficacy of a blinded abstract review process.

When entering abstract information on the Nutrition 2020 Abstract Submission website, do not use the options to insert/edit video, insert/edit link, or create a table. Any such elements will be removed.

**Special Characters and Formatting:** Please proof the abstract carefully to confirm that any special characters (such as  $\alpha$ ,  $\beta$ ,  $\geq$ ,  $\leq$ , etc.) are displaying properly.

- ✓ When all abstract information is added, click the blue ‘Continue’ button to complete the task.

#### KEYWORDS TASK:

**Keywords:** Presenting authors must provide at least two keywords associated with the content area of the abstract to assist with programming at Nutrition 2020.

ASN groups (e.g., Research Interest Sections, Councils) will use topical areas and keywords to program abstracts. These groups have provided suggested keyword lists, though, presenting authors are not limited to these keywords. [Click here](#) to view/download the list of suggested keywords.

- ✓ When all keyword information is added, click the blue ‘Continue’ button to complete the task.

#### AUTHORS’ STATEMENT AND PUBLICATION AGREEMENT TASK:

**Authors’ Statement and Publication Agreement:** Presenting authors are required to complete the Authors' Statement and Publication Agreement. Please note that submission of an electronic signature is the legal equivalent of a manual signature on this Agreement. [Click here](#) to review the agreement.

- ✓ When the form is completed by checking the box at the bottom of the page and the electronic signature is typed in, click the blue ‘Submit Agreement’ button to complete the task.

### AWARD COMPETITIONS AND TRAVEL FUNDING OPPORTUNITIES TASK:

**Award Competitions and Travel Funding Opportunities:** During abstract submission, presenting authors can apply for ASN award competitions and travel funding opportunities depending on their academic level and ASN membership status. ASN membership is required to be considered for these opportunities. [Click here](#) to view/download complete details including eligibility, requirements and processes.

- ✓ When the required information is added, click the blue 'Continue' button to complete the task.

### ABSTRACT SUBMISSION FEE TASK:

**Abstract Submission Fee:** Presenting authors are required to pay a non-refundable \$70 fee for each submitted abstract. A credit card (American Express, Discover, MasterCard or Visa) will be required to submit payment. No refunds will be provided if the abstract is withdrawn. The abstract submission fee is separate from the meeting registration fee and travel costs.

- ✓ When the payment information is completed, click the blue 'Submit Payment' button to complete the task. A confirmation email for the payment will be sent to the e-mail address included in the payment task.

### ABSTRACT SUBMISSION:

- ✓ When all tasks have been completed, on the Task List page, click the blue 'Next' button and then the blue 'Submit' button to officially submit the abstract. A confirmation email for the abstract's submission will be sent to the presenting author.

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### Case Study Vignette Instructions:

For abstracts submitted as a Case Study Vignette within the topical area Medical Nutrition/Case Study Vignettes, a clinical vignette or case report is a means of disseminating new knowledge gained from clinical practice. It can address an unusual condition; a complication of a known disease; an unusual side effect or adverse response to a mode of treatment; or a new approach to a condition. Maintaining patient anonymity is essential. Case reports should follow a similar format and length of scientific abstracts.

Authors should submit case study and vignette information in the specified abstract section listed below during abstract submission:

<i>Case study and vignette information to be submitted:</i>	<i>Abstract Submission website abstract section where it should be submitted:</i>
Introduction	<b>Objectives</b>
Case Description	<b>Methods</b>
Discussion	<b>Results</b>
Conclusions (key learning points and implications for clinical practice)	<b>Conclusions</b>