

CHEST Annual Meeting 2022
Late Breaking Abstract Submission Guidelines

Please be sure to read all guidelines and instructions thoroughly before entering your submission(s).

General Submission Information

- You do not need to be a member of CHEST to submit your scientific work but you will need to create an account with us if you do not have one. On the login page, just click the link to create a new account (located under the blue Login button).
- It is free to submit an abstract report. Please note that the presenting author of each accepted submission is **required** to register for and attend the annual meeting. Registration, travel, and/or hotel assistance will not be provided.
- You may submit as many abstracts as you wish but presenting authors will be limited to **four (4)** scientific presentations (including regular and late breaking).
- **Submissions must summarize original research and may not be published prior to October 31, 2022.** The authors attest that the material has not been presented nationally or published elsewhere and will not be presented or published elsewhere prior to presentation at the CHEST Annual Meeting. If there is any question regarding similarity to earlier work or possible duplication or redundancy, it is the responsibility of the submitting author to consult with us at abstracts@chestnet.org.
- The submission site will open May 9 and close at **11:59 am (Noon) CDT on June 6.**
- Additional submissions will not be accepted after the website closes. Please make sure you receive email confirmation of your submission before the closing date and time. If you do not receive email confirmation of your submission within 30 minutes of clicking Submit for Review, please contact Support (blue button on the right of each page) for assistance with your submission.

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- It is **strongly recommended** that you use a laptop or desktop computer to submit. The website uses scripts that mobile devices often cannot run.
- CHEST will not consider research that have been supported either directly or indirectly by tobacco companies.

Instructions for Online Submissions:

- 1) Fields with a red carrot (▶) are required. Your submission will NOT go through for review if these fields are not complete.
- 2) Submissions are limited to 2,900 characters (including spaces and punctuation) for all text fields not including title or authors. The title of your submission is limited to 175 characters including spaces and punctuation. The system will automatically count your characters as you enter your submission and alert you on the page if you go over. Your submission will not go through for review if you are over the character count.
- 3) The submission title should be specific to the main topic presented. Please do not use abbreviations in the title.
- 4) Up to 24 authors total (of any role, including submitter only) are allowed on each submission. **A 'submitter only' name will not be published if the submission is accepted.**
- 5) The submitting author must submit disclosure of all conflicts of interest or otherwise state that they have no conflict of interest before creating their first submission. This disclosure will be used for **all** submissions entered or that you are named on.
 - a) The system will email each coauthor to complete their conflict of interest disclosure but the submitting author is ultimately responsible for tracking coauthors' COI completion. **Co-authors must submit conflict of interest information by June 13 or the submission will be rejected.** Please use the correct email addresses for co-authors. If there is an extenuating circumstance where an author will be unavailable to submit conflict of interest information, please contact us at abstracts@chestnet.org.

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- b) The submitting author will attest that all coauthors of the submission have granted consent for the material to be submitted for presentation, and that the submitting author has been granted the right by all coauthors to act on their behalf.
- 6) A submission may only be submitted once; the submission may not be submitted under multiple submission categories. Please do NOT resubmit an abstract submitted in the regular call.
- 7) All submissions must be submitted in English.
- 8) No submission will be considered with deferred outcome data. If data are to be presented, they must appear in the original abstract submitted.

Notifications

- Submitters will be notified in **July 2022** regarding acceptance or rejection of their submission and **presenting authors will receive their invitation to present with format information (oral or poster presentation).**
- Please note, presenting does NOT provide complimentary registration, and registration and attendance at the meeting is required to for presenting authors. In the event that a change of presenting author must be made after submission, CHEST must be **notified in writing as soon as possible** at abstracts@chestnet.org. The replacement presenter must be a co-author of the submission.
- Once accepted, **you will not be able to further revise your submission, including adding or changing authors,** as noted in your confirmation email **after it is sent for publishing (August 1, 5:00 pm CDT).**
- CHEST may edit submission titles (to match our publishing formats). Please edit submission for grammar and syntax prior to submission.

Review Information:

1. Submissions chosen for presentation are selected strictly by blinded peer-review.
2. The final determination on format of presentation is at the discretion of the reviewing committee.

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3. Submissions including content that is biased or promotional in nature will be rejected.
4. A submission will be rejected if the presenting author fails to submit their disclosure of conflicts of interest.
5. CHEST will not consider research and manuscripts that have been supported either directly or indirectly by tobacco companies.