

GENERAL ABSTRACT GUIDELINES

**ABSTRACT SUBMISSION DEADLINE:
FRIDAY, JANUARY 8, 2010, 5:00 PM EST**

**If you have any questions about abstract policies or submission, contact abstracts@diabetes.org.
For additional meeting information, visit scientificsessions.diabetes.org.**

Abstracts must be submitted online via the 70th Scientific Sessions Abstract Submission Site, available through the meeting home page at scientificsessions.diabetes.org. Emails and word processing files submitted outside the Abstract Submission Site will not be accepted.

Requirements for Submission

- **Prior Publication:** An abstract is not eligible for submission if it has been presented at another national or international meeting or will be published prior to the 70th Scientific Sessions, June 25-29, 2010. Failure to notify the Association of such publication or presentation will result in a moratorium on the submission of abstracts for all authors in question for one year.
- **Sponsorship and Authorship Requirements:** Authors are NOT required to be members of the ADA. However, a current member of the ADA's Professional Section is required to sponsor (validate) the abstract. There is no limit to the number of abstracts an author may submit. However, an author may appear as the lead author on only two (2) abstract submissions.
 - **An ADA Member** may appear as lead author, co-author, or sponsor of an abstract. Members who sponsor a non-member's abstract should verify that the latter is conforming to submission guidelines. A member is not limited to the number of abstracts he/she can sponsor.
 - **A Non-Member** may appear as lead author or co-author, but cannot appear as a sponsor.

Email abstracts@diabetes.org for assistance in locating a Professional Member to sponsor your abstract.

- **Disclosure Information:** As a provider of continuing education through the Accreditation Council for Continuing Medical Education, Virginia Nurses Association, Accreditation Council for Pharmacy Education, the American Psychological Association, and the Commission on Dietetic Registration, it is the Association's policy to ensure balance, independence, objectivity, and scientific rigor in all of its educational activities. The American Diabetes Association (ADA) has implemented a policy where everyone who is in a position to control the content of an educational activity must disclose all relevant financial relationships with any commercial interest. **This information is required of all authors for each submitted abstract.** It is the responsibility of the Corresponding Author to ensure that the disclosure information of all co-authors is entered accurately into the Abstract Submission Site.
- **Copyright Assignment:** Abstracts accepted for "Presentation" and "Published Only" are published in the June 2010 supplement to the journal *Diabetes*. The publication of these abstracts must follow copyright assignment requirements for the journal. As such, the Corresponding Author is responsible for obtaining signatures from all abstract authors on one form in order for the abstract to be published.

All submitted abstracts must have a completed Copyright Transfer Agreement onfile. If the abstract is not selected for publication, the copyright will revert back to the authors. Submission of the Copyright Transfer Agreement does not imply abstract acceptance. Completed Copyright Transfer Agreement Forms must be received by **February 1, 2010**.

- **Fees:** There is a nonrefundable \$65.00 (USD) submission fee for each abstract submitted. The abstract will not be considered for the program if the fee has not been paid. Submission fees will not be refunded if the abstract is not accepted or if it is withdrawn. Expenses associated with the submission of the abstract are the responsibility of the Corresponding Author.

Character Count & Specific Abstract Requirements

- **Character Count:** Abstracts are limited to 2,300 characters. The character count does include spaces. Only the abstract title, body, tables and figures count towards the limit. Characters in the author and institution section are not counted. An abstract can have up to 2 attachments (tables and/or figures). Each figure counts as 320 characters. There is no automatic character deduction for tables. However, the character count of the table counts towards the 2,300 character count limit.
- **Abstract Body:** Make abstracts as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods used, the results observed, and the author(s)' conclusions based upon the results. Actual data should be summarized. It is inadequate to state "The results will be discussed" or "The data will be presented."
 - Do NOT use subtitles (e.g., Methods, Results) in the abstract body.
 - Do NOT include references, credits, or grant support information in the abstract.
 - Do NOT enter author, title, or grant information into the "Abstract Body" text box.
 - The use of standard abbreviations is requested. Examples include kg, g, mg, ml, L (liter), mEq (milliequivalent), m (meter), mmol/l (millimoles per liter), /(per), and % (percent).
 - Place a special or unusual abbreviation in parentheses after the full word the first time it appears, then use the abbreviation throughout the remainder of the abstract.
 - Use numerals to indicate numbers, except when beginning sentences.
 - Nonproprietary (generic) names should be used the first time a drug is mentioned and typed in lowercase letters, followed by the trade name in parentheses. Trade names are always capitalized. Example: aspirin (Bufferin).
 - When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. In addition, should your presentation include discussion of any unlabeled or investigational use of commercial product, you are required to disclose this at the time of presentation.

Confidentiality Policy

- **70th Scientific Sessions Abstract Embargo Policy:** Abstract authors and media are required to abide by the embargo policies governing the ADA's 70th Scientific Sessions. An embargo means that information from any abstract or presentation may not be announced, publicized or distributed before the embargo date and time. This applies to all formats of abstract publication—including abstracts on CD, the hard copy *Diabetes Abstract Book*, online via the Association's Web site scientificsessions.diabetes.org, and other presentations.
- **Specific Embargo Deadline:** Abstracts selected for Poster Presentation or Published Only are embargoed from submission until 10:00 a.m. Eastern Daylight Time, Saturday, June 26, 2010. Abstracts selected for Oral Presentation are embargoed from submission until the time of presentation.
- **Exception:** Industry announcements required by the Security Exchange Commission are allowed and will not be considered an embargo break; however, no results or data may be revealed or implied.
- **Simultaneous Journal Publication of Manuscripts:** Simultaneous publication of manuscripts containing abstract data is permissible as long as the embargo policy of the ADA is not compromised. If a manuscript containing abstract data has been accepted for publication, the presenter is responsible for ensuring that the journal editor respects the ADA embargo policy. Publication of abstract data either in print or on a journal Web site prior to Scientific Sessions will necessitate withdrawal of the abstract.

Abstract Selection Process & Travel Grants

- **Review Process:** All abstracts submitted to the ADA are peer-reviewed through a blind review process.
- **Selection Criteria:** Originality of work, adequacy of data, and clarity of exposition are the determinants in the selection of abstracts. The final decision with respect to selection, programming, and/or publication of any abstract will be made by the Association's Scientific Sessions Meeting Planning Committee by the end of February 2010.

- **Selection Decision:** Abstracts may either be (1) selected for Oral Presentation, (2) selected for Poster Presentation, (3) selected for Published Only, or (4) not selected. Abstracts selected for Oral or Poster Presentation and Published Only will be published in the 70th Scientific Sessions Abstract Book, the June 2010 supplement to the journal *Diabetes*. Abstracts selected as Published Only will not be presented live at the 70th Scientific Sessions.
- **Notification:** By mid-March 2010, a letter will be emailed to the abstract's Corresponding Author, notifying him/her of the abstract's acceptance status. To ensure timely receipt of your notification, it is important that the Corresponding Author provides a correct email address. You may also check the Notification Site in mid-March for your notification letter. You will be required to use the same Username and Password used to submit the abstract.
- **Travel Grants:** The ADA offers a limited number of [Young Investigator Travel Grants](#) to Presenting Authors who meet the grant selection criteria. Travel Grant applications will be accessible through the Notification Site and will be sent automatically to all abstracts accepted for presentation. Abstract scores from the review process will determine the Travel Grant recipients. For more information and selection criteria, please access our [Web site](#).

Abstract Publication & Withdrawals

- Submission of an abstract grants the ADA the rights to publish the abstract in the journal *Diabetes* or in other publications produced by the ADA.
- **Revisions:** Submitted abstracts may be revised online prior to the final submission deadline: Friday, January 8, 2010 at 5:00 p.m. After the submission deadline, the abstract may not be revised in any way. Accepted abstracts will be printed AS SUBMITTED in the 70th Scientific Sessions Abstract Book, the June supplement to the journal *Diabetes*. Abstracts should be carefully written and edited prior to submission.
- **Withdrawals:** If accepted for publication, accepted abstracts will be printed AS SUBMITTED in the 70th Scientific Sessions Abstract Book unless withdrawn by **Wednesday, March 31, 2010**. If you wish to withdraw your abstract, the ADA must be notified in writing. The Corresponding Author must complete a [Withdrawal Form](#) and return the form to the ADA by fax or email as indicated by the instructions on the form. Please be sure to include your abstract title and document ID and/or abstract number in your email. Only the Corresponding Author has the ability to withdraw the abstract. The abstract submission fee will not be refunded upon withdrawal.

Program Information

- **Oral Presentation:** Oral presentations are 15 minutes in length. If your abstract is selected for oral presentation, you will be notified of your presentation date/time. In the event you are unable to attend, it is the Presenting Author's responsibility to assign a coauthor to present the abstract and to contact abstracts@diabetes.org regarding the Presenting Author change.
- **Poster Presentation:** Abstract posters will be displayed for three days (Saturday, Sunday and Monday) in the Poster Hall. The Presenting Author should plan to be available on his/her assigned presentation day to answer questions from attendees. In the event you are unable to attend, it is the Presenting Author's responsibility to assign a coauthor to present the abstract and to contact abstracts@diabetes.org regarding the Presenting Author change.
- **Published Only:** Abstracts selected as Published Only will not be presented live at the 70th Scientific Sessions. However, Published Only abstracts will be printed in the meeting Abstract Book, the June 2010 supplement to the journal *Diabetes*.
- **Fees:** Expenses associated with abstract presentation (e.g., airfare, lodging) are the responsibility of the Presenting Author. Presenters must pay the Scientific Sessions registration fee. Presenters will be able to register at the reduced "Early Bird" registration rates by using special registration codes included in the oral and poster acceptance notifications. Please plan to register early as hotels fill up quickly. If you register early and your abstract was not accepted, your full registration fee (less a \$50 USD administrative fee) will be refunded upon request up until May 13, 2010.

STEP-BY-STEP INSTRUCTIONS FOR ABSTRACT SUBMISSION

1. Access the Abstract Submission site through scientificsessions.diabetes.org.
2. If you do not have a user account from the previous year's submission process, create a new user account for the 70th Scientific Sessions Abstract Submission Site.
3. Log on to the Abstract Submission Site using your username and password. You may update your account information by clicking the *My Profile* link under the site banner in the upper right corner.
4. Click the steps on the left navigation menu and complete each section by following the instructions provided.
5. Save your work by clicking on the "**Save**" or "**Next**" button located within each section. Once your work is saved, you may leave the submission site and return later to complete your abstract.
6. **Category and Presentation Preference:**
 - **Category:** Indicate the appropriate category in which you wish to have the abstract reviewed. Please consult the abstract category listings. NOTE: The Scientific Sessions Planning Committee reserves the right to move an abstract to a different abstract category.
 - **Presentation Preference:** The Scientific Sessions Planning Committee will consider presentation preference when planning the program. The author's wishes will be followed, *if possible*, but are not guaranteed. An abstract marked as "Only" indicates the authors do not want an abstract considered for any other type of presentation. However, if an abstract is marked as "Oral Only" and is not selected for an oral presentation, the committee may determine, for programming reasons, that it should be placed in a poster session. Choosing "Oral Only" will not guarantee its selection for the program. Choosing "No Preference" allows for greater flexibility in its placement. The Committee reserves the right of final decision.
7. **Financial Support:**
 - **ADA Support:** If the research presented in this abstract has been supported, in whole or in part, by a grant from the American Diabetes Association, please select yes. Accepted abstracts noted with ADA funding will be highlighted in the 70th Scientific Sessions Abstract Book, the June supplement to *Diabetes*. The response to this question will not affect the acceptance of the abstract.
 - **Other Grant Support:** If a grant provider requires acknowledgment of financial support with the printed abstract, enter the grant information in the provided text box (*200 maximum characters*). The response to this question will not affect the acceptance of the abstract. Text entered in the Grant Support text box will not count towards the 2,300 character count limit.
8. **Keyword(s):** Enter up to 3 keywords as appropriate for your abstract. A minimum of one keyword is required.
9. **Author Information:**
 - **Author Sequence:** Specify the order of author names by typing the position number into the "Author Sequence" box. To rearrange the order of the authors, click the "pencil icon" next to the author's name and then edit the number in the "Author Sequence" box.
 - **Author:** Include complete first and last name(s) in mixed case (e.g., Jane E. Doe). Authors who appear on more than one abstract should list their names the same way on all abstracts.
 - **Presenting Author:** Designate the Presenting Author for the abstract by checking the "Presenting Author" box. You may only designate one Presenting Author for the abstract.

- **Corresponding Author:** Designate the Corresponding Author for the abstract by checking the “Corresponding Author” box. You may only designate one Corresponding Author for the abstract.
 - **Institution:** Enter the Institution name, city, and country. The Institution state is required for locations in the United States and Canada.
 - **Contact Information:** Author email address and preferred contact phone number are required only for the Presenting and Corresponding Author(s).
10. **Author Disclosure:** Every author on each abstract must complete the *Author Disclosure* section. This form is **required** for **all** authors on **each** abstract submitted. All disclosure information must be entered on the disclosure page and saved. If an abstract author has a financial interest or other relationship with the manufacturer(s) of any diabetes management product(s) or provider(s) of any diabetes management services, please indicate that relationship by using the drop down menus. Each author on the abstract must complete a separate Disclosure Form for each abstract. Once you save your disclosure, the Preview Abstract page on the website will display your disclosures. This page can be printed for your records.
 11. **Sponsor:** A current professional member of the ADA is required to sponsor (validate) the abstract. The sponsor does not need to be an author. There is no limit to the number of abstracts an ADA member may sponsor.
 12. **Abstract Title:** The first letter of major words in the abstract title should be capitalized (e.g., "Regulation of Insulin Signaling Pathways"). Use capital and lower case letters, as appropriate, for abbreviations in the title (i.e. mRNA).
 13. **Abstract Body:** Make abstracts as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods used, the results observed, and the author(s)' conclusions based upon the results. Actual data should be summarized. It is inadequate to state "The results will be discussed" or "The data will be presented." See [Specific Abstract Requirements](#) (pg 2) for additional guidelines.
 14. **Create or Edit Table:** Simple tables may be included if they fit within the size constraints of the electronic program. Use the table formatting function for table preparation. Tables created using the submission system can have a maximum of 8 columns. There is no limit on the number of characters in a table. However, the characters in the table count towards the 2,300 character count limit. An abstract can have up to 2 attachments (tables and/or figures).
 15. **Add or Revise Figure:** Figures or graphics may be uploaded if they fit within the size constraints of the electronic program. Follow the instructions in the program for submitting image files. Each figure counts as 320 characters. An abstract can have up to 2 attachments (tables and/or figures).
 16. **Character Count:** The size limit for the abstract (including title, body, tables and figures) is 2,300 characters. The character count does include spaces. NOTE: There is no limit on the number of characters in a table. However, the character count of the table counts towards the 2,300 character count limit. Each figure counts as 320 characters. An abstract can have up to 2 attachments (tables and/or figures).
 17. **Preview Abstract:** This is a preview copy only, allowing you to view your abstract as it currently appears in the program. You may go back to any section to make changes or edit your abstract. NOTE: You may not submit your abstract from this preview screen.
 18. **Submit Abstract:** After you have checked your abstract for accuracy, click the “Submit Final Document” button at the top of the screen. This final step must be taken in order for your abstract to be transmitted properly. **Please be sure to verify that your abstract is correct at the time of submission.** Submitted abstracts may be edited online up until the submission deadline: Friday, January 8, 2010 at 5:00 PM. No further editing is permitted after the deadline.
 19. **Payment:** A non-refundable processing fee of \$60.00 (USD) must be paid for each abstract submitted to the ADA. Payment must be made by credit card. Major credit cards (American Express, VISA, and MasterCard) are

accepted for the secure online payment. An abstract will not be considered for the program unless the submission fee is paid.

20. **Copyright Transfer Agreement:** Abstracts accepted for “Presentation” and “Published Only” are published in the June supplement to the journal *Diabetes*. The publication of these abstracts must follow copyright assignment requirements for the journal. As such, the Corresponding Author is responsible for obtaining signatures from all abstract authors on one form in order for the abstract to be published. All submitted abstracts must have a completed Copyright Transfer Agreement onfile. If the abstract is not selected for publication, the copyright will revert back to the authors. Submission of the Copyright Transfer Agreement does not imply abstract acceptance. For further information or questions, please contact abstracts@diabetes.org.

IMPORTANT: Once your abstract has been submitted, please make sure to fax the completed Copyright Transfer Agreement Form to the ADA at 703-991-0621 by **Monday, February 1, 2010**, in order to qualify for publication in the journal *Diabetes*.

IMPORTANT SUBMISSION INFORMATION

This section contains tips to guide you through the online submission process.

- Click the menu items on the left side of the screen and complete each section. Be sure to carefully follow the instructions within each section.
- Save your work by clicking the “**Save**” or “**Next**” buttons. This does not submit your abstract for review. Be sure to save your work before logging off the site.
- You can log off at any time without submitting your abstract and return to continue your work at another time. An abstract can be edited and revised online as many times as needed up until the submission deadline. If you give your username and password to another person, they will have access to edit all abstracts you have submitted.
- Print out and proofread the abstract preview to verify that it is correct before completing the submission process.
- Click the *Submit Abstract* menu item and submit your abstract when you are sure that your abstract is complete and in final form.
- Submitted abstracts may be edited online up until the Submission Deadline: Friday, January 8, 2010 at 5:00 PM EST. After the final deadline, additional editing is not permitted.
- Payment of the \$65.00 fee must be completed on the credit card screen to complete submission of your abstract.

**Deadline: All abstracts must be submitted by
Friday, January 8, 2010, 5:00 PM EST**

**If your abstract is not complete by this date,
your abstract will not be considered for Scientific Sessions.**