



2016 CSRS ONLINE ABSTRACT GUIDELINES

44th Annual Meeting

December 1-3, 2016

Westin Harbour Castle, Toronto, Ontario, Canada

Abstract Submission Deadline: May 2, 2016

Before you begin . . . Please forward the below disclosure link to all authors for completion:

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Please have the following information:

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A. SYSTEM LOG-IN: A CSRS Customer Username is needed to log into the system. Access the submission link at <http://spec.csrs.org/abstracts/defaultmenu.aspx>

- ✓ If you do not have a CSRS Customer Username, please email CSRS with your full name, mailing address, phone number, and we will create one for you.
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B. All online submissions must include:

- i. **Current Financial Disclosure Information for each author. EACH AUTHOR IS REQUIRED TO SUBMIT THEIR OWN DISCLOSURE INFORMATION.** Complete your disclosure online at the [AAOS Orthopaedic Disclosure Program website](#). Abstracts with incomplete disclosure information will not be made available for Program Committee review.
- ii. **Submitter:** AAOS members and non-members can access the AAOS disclosure database. If your disclosure information is current (as of March 2016), you will automatically be directed to the abstract submission site. If your disclosure is not current, you will be directed to the [disclosure website](#) to submit or update your information. After your disclosure is entered and saved, you may begin the abstract submission process.

Step 1: Title, Presenter Information and Queried Topics

The following will be requested by the system at time of submission:

- HIPPA Compliant
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- FDA Status
- Non Exclusive License Agreement
- Blind Abstract (.doc or .docx)
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RESEARCH AWARDS: First, second and third place awards for outstanding, unpublished clinical, basic science and resident/fellow research papers will be offered. Awards are in the amounts of \$2,000 for first place, \$1,000 for second place, and \$500 for third place in each category.

Candidates for all three awards will be identified from the top five selected abstracts in each Category of on-line submissions as chosen by the Awards Committee. Selected authors will be asked to submit a short manuscript amplifying the abstract which will be reviewed and scored.

If you would like your paper to be reviewed as a Research Award paper; please indicate where appropriate when submitting your abstract.

Step 2: Adding Authors/Co-Authors:

Please make certain that you have the name and email address for every co-author on your abstract. **Your presenter/co-authors must have a unique e-mail address.** Follow the prompts to search the **system for a possible match.** If a match is not located, add their names. Once all of your co-authors are submitted, you will be able to view whether their disclosure status is current.

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Be sure to indicate which co-author is the presenter of the abstract.
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Step 3: ABSTRACT FORMATTING:

- **Topics:** include all non-traumatic and underlying traumatic conditions involving the spine as well as neoplastic conditions of the spine.
- **Line Spacing:** single space text, double space between paragraphs.
- **Length:** maximum of **500** words.
- **References:** Blind abstract: **omit** any references to **authors** or **author institutions**. The unblinded abstract may include author information.
- **Images:** insert all images at the end of your document, referencing them by name in the body of the abstract, i.e. **“fig 1”** or **“table a”**. Digital images, tables, and graphs should be included in the abstract. A maximum of **two (2) digital images per abstract is allowed** due to size considerations.

- **Text:** Some scientific characters such as the Greek alphabet do not reliably transmit over the Internet. It is recommended that the default character set for your browser (e.g. Netscape or Microsoft Internet Explorer) be used and that whenever possible, special characters be spelled out or avoided. Example: alpha, mu, etc.
- **Content:** An English language abstract must be in the terminology familiar to spine specialists. The text should be succinct and substantive. The abstract must include:
 - 1) **Introduction:** state the purpose of the study-what question was asked and why;
 - 2) **Materials/Methods:** describe the methods used to seek the answer;
 - 3) **Results:** summarize the results; and
 - 4) **Conclusion:** discuss the findings with respect to their relationship to existing knowledge, their overall significance and the like.

Omit any references to specific commercial devices and commercial company names.

- **UPLOADING ABSTRACTS:** Once you have completed the presenter/co-author steps, you will then advance to the abstract upload page. Upload a blind **and** unblinded version of your abstract as directed. Uploaded abstracts **MUST** be in MS Word format (.doc, .docx). Images can be embedded in a Word document.

Blind = **Without** any identifying author institution information or commercial references;

Unblinded = Includes all Authors/Co- Authors and Institutions

Once both of your abstract versions have been uploaded, return to the main menu page to confirm the status. Options are: "Submission Complete" or "Pending".

If "Pending", the reason will be listed: Co-author disclosure(s)
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To revisit your submission to edit or confirm that your co-authors have disclosed, log back into the submission site and you will find a list of all your submissions.

QUESTIONS AND TECHNICAL SUPPORT

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The submission site will close on May 2, 2016 at 11:59 PM (CST).