



2019 Annual Meeting Online Abstract Guidelines

47th Annual Meeting

Nov 21 – Nov 23, 2019

New York Marriott Marquis

Abstract Submission Deadline: April 12, 2019, 11:59 pm CDT

1. **SYSTEM LOG-IN:** A CSRS Customer ID# is needed to log into the system. If you do not have one, please email csrs@aaos.org with your full name, credentials (MD, PhD, DO . . .), mailing address, and phone number, and one will be created for you.

Returning users, enter your CSRS username and password and “Log In”.

If you have misplaced your username or password, click on the “Forgot Username?” or “Forgot Password?” link.

Access the submission link [here](#)

2. **DISCLOSURE:** Financial disclosure information is required for EVERY author/co-author utilizing the [AAOS Disclosure Program](#). You must have a current disclosure on file to proceed with the submission process. Co-authors without a current disclosure will be removed from the final program.

3. ADDING AUTHORS/CO-AUTHORS (limit 15):

- The name and email for every co-author is required for submission. Incomplete submissions will not be reviewed by the program committee.
- **Presenters/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.
- **If an author’s disclosure is “Not Current” or “None”,** select “Send an Email Reminder” to generate a request for them to update or submit disclosure information.

IMPORTANT: If you are both the submitter **and** a co-author, you must enter your name as a co-author in the author stream. Submitters will not be listed as a co-author unless added as one.

4. 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, not including references.
- **Blind abstract:** **omit** any references to **authors** or **author institutions**.
- **Unblinded abstract** lists all author information.
- **Images:** Images can be embedded in a Word document. Reference them in the body of the abstract as “fig 1” or “table a”. Images are limited to a maximum of two (2).

4. **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;
 - 4) **Conclusion:** discuss the findings with respect to their relationship to existing Knowledge, overall significance, etc.

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 be used and that whenever possible, special characters be spelled out or avoided.

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

5. **UPLOADING ABSTRACTS:**

- Upload a blind (no references to author, institutions, or country within the body or title of the abstract) **and** unblind version of your abstract as directed.
- Abstracts must be in MS Word format (.doc, .docx).
- Images can be embedded in a Word document.

The following will be requested at the time of submission:

HIPPA Compliant, IRB Statement, FDA Status, Non Exclusive License Agreement, and Agreement to Post Abstract

After uploading both abstracts, 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)
Co-authors and Abstract files
Abstract Files and disclosure(s), etc.

To revisit your submission to edit or confirm that your co-authors have disclosed, log back into to the submission site and find a list of all your submissions.

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.