



Abstract Guidelines

Revised 03_2021

Abstracts may be from any discipline relating to hospitals, donor centers, cellular therapy, tissue therapy or testing laboratories. Abstracts should be presented for presentation in one of the following formats:

Oral: A 10-minute oral presentation by an author plus 5 minutes for Q&A.

Poster: A visual display, not to exceed 4' x 5' and not less than 8 ½" x 11".

The abstracts must be submitted in electronic form, reflecting original investigation, in the specified format as designated by Objective, Methods, Results, and Conclusion. All abstracts are peer reviewed by a panel of committee members to judge the scientific merit of each submission. There is no guarantee of acceptance but there is a reasonably high acceptance rate of appropriately structured submissions, if entered prior to the deadline. More information on How to Write An Abstract can be found [HERE](#) or on the www.scabb.org/annual meeting page.

Submission of an abstract indicates the following:

1. The author(s) has not published the data in a scientific journal; nor, has the data been accepted for publication (other than with AABB) before the SCABB abstract submission closing date.
2. The author(s) has not presented the data at another national or international annual scientific meeting.
3. The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on your submitted abstract are likely to appear in print.
4. Submission of an abstract constitutes a commitment by the author(s) to present it if accepted. Failure to present, if not justified, may jeopardize future acceptance of abstracts. Expenses associated with the submission and presentation of an abstract are the responsibility of the author/presenter. The presenter is required to attend the annual meeting during the day of presentation and must submit the applicable registration fee.
5. The content of the presentation and reference materials must remain the responsibility of the author(s). A commercial supporter may help prepare the presentation, but they should not be biased to advance the proprietary interest of the sponsor.

HOW TO SUBMIT YOUR ABSTRACT

All abstracts should be as informative as possible and follow the guidelines below. (Abstracts that do not follow all format guidelines will be rejected.)

1. **FORMAT** Abstracts must include the following sections:
 - Background/Case Studies – information regarding the objectives/goals or why the study was performed.
 - Study Design/Methods – information about the key methods utilized in the study.
 - Results/Findings – summary of the results observed (tables can be used, but figures cannot be used). Quantitative data must be included in scientific abstracts.
 - Conclusion – a statement of the author(s)' conclusion supported by the stated results. Note: Although data should be summarized, abstracts must include



specific reference to numbers studied and statistical significance of findings. It is insufficient to state: "The results will be discussed." or "The data will be presented." Tables (not graphs) may be helpful in presenting data

2. PRESENTATION OPTION

Author(s) must decide which presentation option for which they would like to be considered:

- Oral or Poster Presentation
- Poster Presentation Only

3. IMPORTANT REQUIREMENTS

- If the presentation involves commercial products it must be objective and rely on scientific methods.
- Presentations must be free of commercial bias for or against any product.
- Generic names should be used whenever possible. The intent is to avoid abstracts submitted for promotional purposes.
- Any human subjects/animal research presented must have been approved by the appropriate agencies and have been in accordance with applicable ethical standards.

ADDITIONAL SUBMISSION INSTRUCTIONS

Every effort will be made to publish the abstract exactly as submitted. Although abstracts will be typeset for electronic distribution, they will not be edited or corrected by the South Central Staff except as needed to conform to publication style. Please ensure that your submission adheres to the following guidelines:

- The combined length of the abstract body, title, and table may not exceed 2,900 characters, including spaces. (Character includes all letters, numbers and punctuation.) Abstracts that exceed this character limit will be rejected by the online submission site and must be modified before the abstract is officially accepted.
- Titles should be indicative of the content of the abstract. The title should be brief and must be entered in title case (first letter of every word capitalized).
- Author(s) names should have no titles or degrees listed. Author(s) institutions should be listed as precisely as possible (include city, state or country).
- Author(s) should include statistics when it would permit a clearer interpretation of the data.
- Author(s) can include one table. Graphs and images are not allowed.
- All units of measure must be expressed in the metric system; temperatures in Celsius.
- Generic names of drugs must be given, typed in lower case. If the proprietary name is also, given, the first letter must be capitalized.
- Unless an abbreviation is widely known and accepted (Fya, CPD, HIV), the term or phrase must be written in full the first time it appears in the abstract, followed immediately by the abbreviation in parentheses, i.e. hydroxyethyl starch (HES) or filtration leukapheresis (FL). Do not use abbreviations in the title.
- Avoid starting sentences with Arabic numbers.
- Except in rare cases, no more than ten (10) authors may be submitted and listed with each abstract. As per the rule in medical research publication, each of the authors must have contributed in at least one of three ways: 1) substantial participation in the research being reported, 2) writing of the submission, or 3) review/editing of the abstracts.
- Author(s) are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.



- Avoid use of the first person in descriptions of the authors' previous work.
 - Unacceptable: "We previously demonstrated that..."
 - Acceptable: "It has been shown..." or "Investigators previously demonstrated that..."
- Do not include any of the following identifying information in the body or title of the abstract text:
 - Name(s) of author(s) • Names(s) of institution(s)
 - Geographic locations of institutions or study site(s) (unless a significant element of the study). Some acceptable and unacceptable examples are shown below:
 - Acceptable: "blood components were obtained from a regional blood donor center"
 - Acceptable: "hospital-based blood bank"
 - Acceptable: "transfusion-transmitted avian influenza in southern Afghanistan"
 - Acceptable: "alloimmunization rates in the Yanomami of southern Venezuela"
 - Unacceptable: "blood components were obtained from the Pasadena County Blood Center"

DECISION NOTIFICATION

Presenting authors will receive notification of the status of their abstract via email. If accepted, abstracts must be presented at the annual meeting. The presenting author must register for the meeting, prepare their poster (or oral presentation if selected) and present during their assigned session time. Failure to do so, without adequate notification and justification, may prevent the authors from submitting abstracts to future meetings. All posters must be mounted throughout the duration of their assigned session time and may not be removed early for any reason.