



**ACE** | AMERICAN  
COLLEGE OF  
EPIDEMIOLOGY

# CINCINNATI

## **Call for Abstracts & Submission Guidelines**

for the 2018 Annual Meeting of the American College of Epidemiology

Kingsgate Marriott & University of Cincinnati College of Medicine  
Cincinnati Children's Hospital Medical Center Cincinnati, Ohio

**September 23-25, 2018**

**Abstract Submission Deadline: May 21, 2018.  
5:00 pm EST**



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**Please join us for the ACE 2018 Annual Meeting! ACE invites the submission of abstracts to be considered for poster and selected oral presentations at our Annual Meeting, which will be held at the Cincinnati Children’s Hospital Medical Center on September 23–25, 2018. You won’t want to miss this event!**

The theme for this year’s ACE Annual Meeting is *Applying Epidemiology Across the Lifespan to Improve Health Care, Inform Health Policy and Enhance Population Health*. Life course epidemiology has been defined as “the study of long term effects on later health or disease risk of physical or social exposures during gestation, childhood, adolescence, young adulthood and later adult life”. The goal of this ACE meeting is to highlight priority areas across the lifespan where epidemiology can advance population health using translational approaches. Experiences that can serve as models for intervention will also be discussed. Abstracts addressing the meeting theme are particularly encouraged; however, submissions from other areas of epidemiology are also welcome. Several abstracts will be selected for oral presentations during the meeting. Accepted abstracts will be published in the program and the *Annals of Epidemiology*. Authors do not need to be a Member or Fellow of ACE to submit an abstract.

## **New for 2018!**

Authors of top scoring abstracts will be invited to submit a full manuscript for expedited review and possible publication by the *Annals of Epidemiology*.



## ACE Abstract Submission Guidelines

Please submit your abstracts online at [www.evis.com/profile/#/AEP/login](http://www.evis.com/profile/#/AEP/login). Notification regarding the status (accepted or rejected) of all abstracts will be sent to the presenting author by mid-June 2018. For additional information about the meeting or abstract submission, contact ACE at (518) 240-1210 or email [info@acepidemiology.org](mailto:info@acepidemiology.org). Information about the College and the 2018 Annual Meeting may be found at our web site: [www.acepidemiology.org](http://www.acepidemiology.org)

Only two abstract submissions per individual as a first author are permitted. Only original abstracts will be accepted. Abstracts previously accepted and published by other societies are not eligible for submission. Authors can submit an abstract for a paper that has been submitted to a journal but is not yet accepted by May 21, 2018. Abstracts based on papers that have been accepted and/or “in press” are not eligible for submission.

Submitters whose abstracts have been accepted will be expected to attend the meeting and present their work. An RSVP must be received by June 19, 2018 in order for the abstract to be included in the program.

## Important Dates

<b>May 21, 2018, 5:00 pm EST</b>	<b>Deadline for “Regular” abstract submission</b>
End May 2018	Abstract Notifications for Poster Presentations sent out
Mid-June 2018	Abstract Notifications for Oral Presentations sent out
June 19, 2018	Last day to RSVP conference attendance <i>(required for publication in special issue of nnals of Epidemiology)</i>

<b>August 1, 2018, 5:00 pm EST</b>	<b>Deadline for “Late-Breaker” abstract submission</b>
Mid-August 2018	“Late-Breaker” Abstract Notifications sent out
Early September 2018	Online conference registration ends
September 2018	ACE Annual Meeting in Cincinnati, OH

## General Abstract Guidelines

- ACE Membership is not required to submit an abstract.
- Submitted abstracts will be considered for poster or oral presentation. Abstracts not selected for oral presentation are still eligible for poster presentation.
- All presented abstracts will be published in a special issue of the *Annals of Epidemiology*.  
<http://annalsofepidemiology.org/>



## Required content for submission

<b>Poster Presentation:</b>	Structured abstract of 250 words or less
<b>Oral Presentation:</b>	Structured abstract of 250 words or less plus Supporting File with additional details regarding study methods ( $\leq 250$ words) and results ( $\leq 250$ words)

- Abstracts on topics in any area of epidemiology are eligible, not just those related to the meeting’s theme.
- Only TWO abstract submissions per author as a FIRST AUTHOR are permitted. However, one can submit more than one abstract as a co-author.
- Only original abstracts will be accepted. Abstracts previously accepted and published by other societies are not eligible for submission. Abstract content must be previously unpublished material. Results from a manuscript that has been submitted for publication and is currently under review are acceptable.
- Authors cannot submit abstracts for a paper that has been accepted and/or is ‘in press’ by the submission deadline. Authors can submit an abstract for a paper that has been submitted to a journal, but is not yet accepted by May 21, 2018.
- Submitters whose abstracts have been accepted will be expected to attend the meeting and present their posters. An RSVP to attend the conference must be received by June 19, 2018, 11:59 EST in order for the abstract to be included in the program.

## Guidelines for Judging and Scoring Abstracts

The following guidelines will be used for judging and scoring all abstracts submitted for presentation at the ACE Annual Meeting.

The abstract should be written in English and structured into four subheadings as follows:

- 1. PURPOSE:** Clearly state the background for and purpose of the study, including the hypothesis or research question being addressed.
- 2. METHODS:** Include the design and methodology used, including any relevant instruments and measurement tools. Describe the predictor and outcome variables and the analytic approach used to evaluate the research question.
- 3. RESULTS:** For analytic studies, report quantitative results including effect measures and confidence intervals. For descriptive or qualitative results, succinctly report relevant findings. Only abstracts with preliminary data or final results will be considered. Abstracts of studies “which will be done” or do not have at least some preliminary data will not be reviewed.
- 4. CONCLUSIONS:** Conclusions should be evidence-based and drawn directly from the results of the study as they relate to the research question.

If applicable, we strongly encourage authors to read relevant extended EQUATOR Network guidelines for conference abstracts, such as those for [observational studies](#), [randomized trials](#), [systematic reviews](#) and [diagnostic/prognostic studies](#).

Submissions being judged for oral presentation will be additionally assessed on a five point scale for each of the following criteria: originality, relevance, clarity of style/readability, research design, statistical analysis, and appropriate conclusions. Additional points may be given for content related to the theme of the meeting. Please note that one slot for oral presentation is reserved for a trainee.



## Instructions for Submission:

**Step 1: Sign into EVISE.** If you do not have an account, please [register](#).

### Step 2: “Enter Manuscript Information” tab

- Select “2018 ACE Annual Meeting Abstracts” under the drop-down menu for “Select Issue Type”.
- Select “Abstract” under the drop-down menu for “Article Type”
- Enter a title of 20 words or less in sentence case. Avoid abbreviations and formulae.
- Add a structured abstract ( $\leq 250$  words) to the text box. Abstract text should be organized as PURPOSE, METHODS, RESULTS and CONCLUSIONS. Avoid abbreviations and formulae. Figures are also not permitted.
- Select two to six taxonomy topics by clicking “Add Topics” (*required*)
- Suggest a maximum of three keywords (*optional*).
- Insert author information (*including e-mail address, institution and country*) by clicking the “Add author” button. Check that author order is correct.
- Click “Save & Continue” button

### Step 3: “Upload Files” tab

- Abstract submission needs to be uploaded as “Manuscript File” (in Word document). The document should include title ( $\leq 20$  words), authors (with presenting author underlined), one institutional affiliation (where most of the work was completed) and abstract ( $\leq 250$  words).
- To be considered for “Oral Presentation”, upload a “Supporting File” (as Word document) providing additional details of methods ( $\leq 250$  words) and results ( $\leq 250$  words).
- If conflicts of interest need to be reported, upload a completed [ICMJE Form for Disclosure of Potential Conflicts of Interest](#) stating the nature of potential COIs.
- Under “Share your research data”, there is an option to link or upload research data. You are welcome to do so although this is not mandatory.
- Click “Save & Continue”

### Step 4: “Provide Additional Information” tab

- Under “Manuscript Category”, select “ACE Abstracts” in the drop-down menu.
- Under the “Before completing your submission” please specify if you are a trainee (“No” or “Yes & Trainee Level”), ACE Membership status (“No” or “Yes & Membership Level”), and if you would like to be considered for an oral presentation (“Yes” or “No”).
- Click “Save & Continue”

### Step 5: “Review & Submit” tab

- Review submission files by clicking “Download PDF” and check boxes to approve
- Submit abstract by clicking on “Complete Submission” button.



## Conflicts of Interest Disclosure

All authors must disclose any financial and/or personal relationships with other people or organizations that could inappropriately influence their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If applicable, please upload a completed [ICMJE Form for Disclosure of Potential Conflicts of Interest](#) stating the nature of potential COIs. More detailed descriptions of conflicts are available [here](#) as a PDF.

## Plagiarism

Any form of plagiarism is not tolerated. Please note all new abstract submissions are automatically screened by Elsevier using [CrossCheck iThenticate](#). Submissions with copying will be automatically rejected.

## Technical support with EVISE submission site

For further assistance, please visit Elsevier's [Customer Support](#) site. Here you can search for solutions on a range of topics, find answers to frequently asked questions, and learn more about EVISE® via interactive tutorials. You can also talk 24/5 to our customer support team by phone and 24/7 by live chat and email.

### 2018 Call for Abstract Reviewers

ACE asks its Members and Fellows to volunteer to review abstracts submitted for presentation at its upcoming Annual Meeting. Approximately 25 reviewers will be needed.

ACE will send each reviewer up to 10 abstracts by May 14, 2018. Reviewers will be requested



please complete this form.

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