

## **Abstract Submission**

### **ABSTRACT SUBMISSION NOW OPEN!**

You may submit your Late Breaking abstract until **January 28, 2019 at 11:59 PM EST.**

To download an abstract template with content guidelines: [CLICK HERE](#).

All authors must submit their abstract electronically. This is the **ONLY** option for abstract submission.

## **Abstract Format**

### **Abstract Requirements:**

- Must fit on ONE 8.5" x 11" page in a two column format (3.25" columns, .75" margins all around, .5" between columns) Inclusive of tables, graphs, or pictures
- Text must be in Times New Roman font and 10-point type size
- Must be uploaded as a Word or .PDF document
- File size is limited to 50 megabytes
- Do not upload a document with tracked changes

## **Title**

The title should be brief, clearly indicating the nature of the presentation. When entering your title online, use mixed case (do not use all caps) and do not put a period at the end of the title.

**Example:** This is a Properly Formatted Abstract Title

## **Authors**

List the authors according to the instructions given online. Author information should also be included in the abstract as formatted in the template. If authors' names appear on more than one abstract, the names must be entered identically on each abstract to ensure proper, non-repetitive indexing in publication. Otherwise, the author's name will appear multiple times as SFB cannot assume that the multiple listings refer to the same author. Please consult with your co-authors on how they would like their names to appear prior to the submission of the abstract.

## **Abstract Disclosure Statement**

In order for your colleagues to properly evaluate the information, analysis and opinions presented in your abstract, it is important that they be informed of potential conflicts of interest pertinent to the research submitted. Therefore, SFB requires all authors provide any relevant information concerning personal or professional circumstances and relationships that might reasonably be expected to affect the author's view on the subject. Examples include but are not limited to:

Stock options or bond holdings in a for-profit corporation or self-directed pension plan  
Research grants  
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Ownership or partnership  
Consulting fees or other remuneration (payment)  
Non-remunerative positions of influence such as officer, board member, trustee or public spokesperson  
Receipt of royalties  
Speakers bureau

Disclosure information is collected on the online abstract form. Appropriate disclosure will be stated in the scientific program and the abstract volume. If you do not have anything to disclose, you must indicate this on the online abstract submission form. The disclosure information you provide will not influence the review of your abstract. Abstracts will not be reviewed without proper completion of the conflict of interest/disclosure section on the abstract submission form. Disclosure information for all authors is required upon abstract submission.

### **Keywords**

Keywords will be used for indexing purposes. Choose up to four keywords from the list on the online abstract submission site. At least one keyword must be selected.

### **Content (\*\*\*SEE SPECIAL NOTE FOR BIOMATERIALS TECHNOLOGY IN INDUSTRY SESSIONS\*\*\*)**

Content should be organized as follows:

- Statement of purpose
- Methods, materials and analytical procedures used
- Summary of the results in sufficient detail to support conclusion
- Conclusions reached (do not state "results will be discussed")
- References to published literature

**NOTE:** Common reasons for abstract rejection are:

- Poorly supported research hypothesis/objective/rationale
- Experimental plan vague and/or not well documented/described
- Insufficient data collected
- Poor analysis of the data
- Conclusions not supported by the results
- Poor grammar/figures/tables

### **BIOMATERIALS TECHNOLOGY IN INDUSTRY**

Abstracts submitted to categories within the BIOMATERIALS TECHNOLOGY IN INDUSTRY track (annotated with a \*BTI\* on the abstract category submission list) will be subject to

loosened requirements. In recognition that speakers from industry need to protect their intellectual property, it is understood that some technical details cannot be disclosed. “Biomaterials Technology in Industry” abstracts should:

- Comply with the financial interest disclosures required of all authors;
- Follow the standard abstract submission template, with allowable relaxation of the typically rigorous "methods" section, as appropriate to ensure that proprietary information is not compromised;
- Summarize the information the author intends to convey during the session;
- May be purposely vague in areas that concern proprietary information;
- Not be commercially driven, and should not promote specific products, or make product claims.

NOTE: These sessions will be specifically delineated as distinct from the Scientific Program of the Annual Meeting with the loosened requirements articulated ubiquitously.

### **Tables and Graphs**

Tables and graphs should be embedded in the submitted Microsoft Word or Adobe Acrobat document and must be of sufficient resolution to be reproduced clearly, typically at 300 dpi.

### **Acknowledgment of Receipt of Abstracts**

Once your abstract has been completed, you will receive an e-mail acknowledgment to yourself and/or your co-authors from the online submission system.

### **Online Revisions**

You may revise your abstract until 11:59 p.m. Eastern Standard Time on October 24, 2018 at 11:59 p.m. EST, by returning to the site and logging in again.

### **Abstract Withdrawals**

If the abstract must be withdrawn, the SFB office must be notified in writing via fax at (856) 439-0525 or via e-mail at [jhoffman@biomaterials.org](mailto:jhoffman@biomaterials.org).

### **Publication**

Accepted abstracts will be published in the Transactions of the Society For Biomaterials, a referenced, copyrighted publication of the Society For Biomaterials. Under SFB copyright, authors are granted free use of SFB abstract content in other publications and abstract submissions, provided that such content is not substantially equivalent. Previously published materials may only be submitted with permission of the copyright holder, and must be properly referenced. The submitting author is responsible for securing any required copyright permissions.

Submit only **ONE** abstract for each presentation; **DO NOT** submit multiple copies of the same abstract and **DO NOT** submit in masked format.

### **Registration Requirements**

Accepted authors are expected to pay their own travel expenses and conference registration fee(s).

### **Review Procedures**

Submitted abstracts that provide a substantial contribution to the field of biomaterials and follow the published abstract submission instructions will be accepted for peer review. Reviewers will be selected by the Program Committee. Abstracts that do not meet the focus of the symposium or general session category as requested by the authors may be reassigned to another symposium or general session.

### **Presenting Author Contact Responsibilities**

The person submitting the abstract identifies the author who will be designated as the presenting author. The presenting author will serve as the primary contact on the abstract. The presenter must be one of the co-authors listed on the submitted abstract. The presenting author will be the main point of contact for information regarding the submission and is responsible for the following:

- Forwarding acceptance/rejection of the abstract to all authors.
- Ensuring that all authors have read the abstract and have agreed to be co-authors.
- Failure to obtain approval from all authors may result in the presenting author being barred from making presentations at future SFB meetings.
- Notifying all co-authors of any additions, deletions and changes to the program, as may be corresponded by SFB, in a timely manner.
- If the abstract is accepted for presentation, it is the responsibility of the presenting author to forward all correspondence to the other authors. The presenting author must adhere to all published guidelines.
- It is the submitting author's responsibility to ensure that all co-authors are listed on the abstract itself, and entered into the abstract submission system under the authors block. Co-authors not included in the abstract submission system will not be referenced in the author index.

### **Failure to Present**

The presenting author is expected to present the paper. If emergencies at the time of the meeting prohibit the participation of the designated author, the chair(s) of the session and the Program Committee chair must be notified of the name of the replacement speaker prior to the meeting. It is the presenting author's obligation to ensure that the abstract is presented. Failure to present an oral or poster presentation at the scheduled times may result in the presenting author being

barred from making presentations at future SFB meetings and will result in a \$50 publishing fee to the corresponding author.

## **Notification**

Notification of acceptance or rejection of late breaking abstracts will be e-mailed in December 2018. The final selection of abstracts for presentation and placement of accepted abstracts in the program format will be made by the Program Committee.

## **Privacy Policy**

You can pay for your abstract at <https://catalyst.omnipress.com/#collection/190/submission> with confidence. We have partnered with [Authorize.Net](#) a leading payment gateway since 1996, to accept credit cards and electronic check payments safely and securely for our customers.

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