



**Heartworm Disease: Today's Discoveries, Tomorrow's Practice**  
New Orleans, Louisiana – September 8-11, 2022

## **Guidelines for Presenters**

### **Abstract Submission, Evaluation and Notification**

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#### **Abstract Submission**

- AHS encourages early abstract submission to help with Symposium planning.
- Abstract submission deadline is **March 1, 2022**. \*For student poster abstract submissions, please contact [lisa.scott@heartwormsociety.org](mailto:lisa.scott@heartwormsociety.org) for updated information.
- To submit your abstract, please go to: <https://www.heartwormsociety.org/2022-abstract-submission>
- If accepted, abstracts can be updated through June 1, 2022. Abstract updates should be emailed to [lisa.scott@heartwormsociety.org](mailto:lisa.scott@heartwormsociety.org).
- Abstracts must conform to the Format Guidelines below.

#### **Abstract Evaluation and Notification**

- Abstracts are peer-reviewed for clinical and/or scientific content, relevance to heartworms, and clarity of writing.
- Research abstracts will also be reviewed for experimental design and animal welfare. Animals used in the described research are expected to have received humane care, i.e., according to the principles outlined in the NIH Guide for the Care and Use of Laboratory Animals and/or the humane care guidelines found at the author's institution.
- Authors will be notified regarding abstract acceptance by **April 1, 2022**.
- If your abstract is accepted, you will be notified as to whether the presentation will be oral or in poster format.
- Note for oral presentations: Scientific abstracts will be given 20 minutes for presentation. Proposals for topical reviews will be reviewed on a case-by-case basis for time allotment.
- Abstracts are made available to all Symposium attendees in booklet and/or electronic form.
- Guidelines for formatting Abstracts and Posters are provided below.
- **If your abstract is selected for oral presentation, submission of a full manuscript on or before December 31, 2022 is required.** Manuscripts will be published in *Parasites & Vectors*, in citable format. Format guidelines for full manuscripts will be forthcoming.
- **If your abstract is selected for oral presentation, you agree to be called upon to peer review 2 manuscripts for proceedings publication.**

## Format Guidelines – Abstracts

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### File Format

- All abstracts must be saved in Microsoft Word format (.doc or .docx) to maintain the integrity of symbols incorporated in the documents.

### Length

- Abstracts may not exceed 400 words (excluding title, authors, and affiliations). If tables or graphs are included in the abstract, they must be built in Microsoft Word. Limit to one graph or table per abstract.
- *Note:* Full manuscripts of the presentations will be published in a leading veterinary journal. **Manuscripts are due no later than December 31, 2022.** If you plan to publish elsewhere, you must notify AHS in advance. *Some journals will not publish manuscripts preceded by published abstracts of more than 250 words.* Authors should contact their target journals to assure that publication of the research abstract does not jeopardize future publication of the full manuscript.

### Layout

- *Note:* Abstracts that do not comply with the Format Guidelines will be rejected.
- Manuscripts must be in English.
- Use Times New Roman 10-point black font.
- All text must be single spaced. Do not insert extra lines between paragraphs. Insert one line space after the author/affiliation section.

### Title and Authors

- CAPITALIZE THE ENTIRE ABSTRACT TITLE.
- List authors using initials followed by last names. Separate names with commas. Use superscript numbers to indicate affiliations (list affiliations separately below author/s).
- Underline the name of the presenting author.
- Create a new line for the author affiliations indicated by superscript numbers next to the author names. Include institution name, city, state, and country.
- Omit degrees, titles, departmental appointments, street address, and zip/postal code.

### Content Guidance

- Organize the body of the abstract as follows: statements addressing purpose/objective, methods (for research abstracts), results, and conclusions. Provide sufficient results in the abstract to support the conclusions.
- Do not use subheadings (eg, Methods, Results).
- Tables and graphs: use with abstract only if simple, neat, and complementary to the abstract text. Large tables should be avoided.
- Please check your submission carefully for completeness, clarity, and accuracy. Content will be reviewed by the AHS Symposium Coordinators and by a professional veterinary copy editor for spelling, style, and conformity to Author Instructions.

## **Abbreviations, Acronyms, and Drug Names**

- Abbreviations in text must be defined the first time they appear by placing them in parentheses after the word to which they apply, e.g., melarsomine (MEL).
- Acronyms in text must be defined the first time they appear by placing them in parentheses after the phrase to which they apply, e.g., coronary artery disease (CAD). Commonly understood acronyms, e.g., ECG, do not require expansion in text.
- Show nonproprietary (generic) names the first time a drug is mentioned, written in lowercase letters. Capitalize proprietary names, e.g., cimetidine (Tagamet).

## **Format Guidelines - Posters**

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### **Poster Competition**

- Awards for Excellence will be given to selected poster presenters who are currently enrolled in training programs, including undergraduate, graduate, and professional studies and residencies.
- The Scientific Review Committee judges posters based on the quality of the research project study design, written abstract, poster design, and poster session presentation.

### **Poster Format and Preparation Tips**

- Poster boards will be in place for mounting posters at the Symposium and measure 4 feet high by 8 feet wide.
- Posters should be mounted on the poster boards with push pins or thumb tacks.
- Sans serif fonts (such as Arial) are easier to read at a distance than serif fonts (such as Times Roman).
- Text boxes approximately 40 characters wide are easier to read than shorter or longer lines.
- Dark text on light background is easier to read than light text on dark background.
- The title font should appear in sentence case using 90-point to 120-point type.
- Headings should be 34-point to 48-point, and text should be 28-point to 36-point.
- The poster should include the following sections: Introduction, Hypothesis (or Objectives), Methods, Results, Conclusions, References, and Funding/Acknowledgments or other sections as appropriate.
- All sources of research funding and potential conflicts of interest must be disclosed in the lower right corner of the poster.
- Illustrations should be large and heavy enough so that they can clearly be read from a distance of 3 feet.

Excellent tips for poster preparation and presentation are available at <http://colinpurrington.com/tips/academic/posterdesign>.

### **Poster Presentation Schedule**

- Watch for updates on the time for poster presentation, setup, and teardown.

- Awards for posters presented by student and resident authors will be announced during the final sessions of the Symposium.
- Poster teardown deadline will be announced with subsequent updates.