

7075 Veterans Boulevard, Burr Ridge, IL 60527 Toll-free: (866) 960-6277 Phone: (630) 230-3600 Fax: (630) 230-3700 Web: www.spine.org

## **Abstract Submission Guidelines**

### Instructions for submission

- Visit the Submission Management System at http://sms.spine.org.
- Recommended browsers are Internet Explorer and Firefox.
- You do not have to be a NASS member to submit an abstract or proposal.
- Use your NASS username (email address) and password (ID number) to login. Forgotten
  passwords can be requested from the log-in page. If this is your first interaction with NASS, you
  can create a new account on the login page.
- Access the Submissions tab and choose My Submissions page.
- Click Create New Abstract Submission.
- Enter required information and click "submit" at the end of the process. Submitted proposals will be shown on the My Submissions page when completed.
- Contact the Education Department at <a href="mailto:education@spine.org">education@spine.org</a> with questions. A "Contact Us" link is found at the top of the submission website.

# **Required Information for Abstracts**

- Title
- Category (new categories in bold)
  - Basic Science/Biologics
  - Biomechanics
  - Complications
  - Diagnostics/Imaging
  - Epidemiology/Etiology
  - Exercise
  - o Injections/Interventions
  - Interdisciplinary Care
  - Manual Therapy
  - Motion Preservation
  - Psychosocial/Behavioral
  - Socioeconomics/Industrial/Ergonomics
  - Spinal Deformity
  - Surgery-Cervical
  - Surgery-Thoracolumbar
  - o Trauma
- Keywords (Optional, Maximum of 3)
- FDA Device/Drug Status
  - If a device or drug requiring FDA approval is identified as an important component of your presentation, you must indicate the FDA status for the use as discussed in your presentation. You will be required to provide the name of the device(s) and/or drug(s) in your presentation requiring FDA approval, along with the status of Approved,

Investigational/Not Approved for use as discussed in the presentation, or Study conducted outside the US/not intended for submission to the FDA. This information will be listed in the meeting's Final Program and in *The Spine Journal* Meeting Proceedings Supplement.

## Prior/Future Presentation

 Has this material been presented within the last 12 months or been accepted for publication within the next year? If yes, please note the meeting and the year during which it was or will be presented.

## Abstract Entry

- The character limit cannot exceed 3,500. Punctuation and spaces count as characters.
- Presenters may not use their abstract/proposal to market products or services. Use product-based names only when necessary. Use generic names wherever possible.
- Available Fields: Background Context, Purpose, Study Design/Setting, Patient Sample,
   Outcome Measures, Methods, Results, Conclusions

#### Authors

- An author must have a record in the NASS database to be added to an abstract. To create a record, visit any NASS log-in page and click "Sign Up as New Contact." Each record must have a unique email address associated.
- IMPORTANT: All authors must have disclosure submitted under their unique records to finalize submission at <a href="http://disclosure.spine.org">http://disclosure.spine.org</a>. If you are unable to secure disclosure, remove the author from the abstract and submit. Authors can be added later, as long as disclosure has been submitted.
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   "Do not publish submitting author in author list" box. Please make sure the order in
   which you list the authors is accurate to how you would like it to appear in publications.
   If you wish to add or remove authors from the author list after the submission deadline,
   please email education@spine.org.

#### **General Submission Policies**

- Each author must submit disclosure under his/her record within one year of the abstract submission deadline, using a unique email address/password. If disclosure is not possible by the deadline, please remove the author from your abstract and submit. Authors may be added after abstract acceptance, if disclosure has been submitted within the acceptable timeframe.
- Prior to submitting your abstract(s), please ensure you and/or one of your team of authors has secured proper funding sources in order to present at the meeting. Presenting authors of all accepted abstracts must register for the meeting and are responsible for their own travel expenses as well as the meeting registration fee.
- NASS reserves the right to withdraw a proposal at any time.
- All presenters must adhere to the AMA Code of Medical Ethics, Opinion 8.061, "Gifts to Physicians from Industry." More information may be found at <a href="www.ama-assn.org/ama/pub/category/5689.html">www.ama-assn.org/ama/pub/category/5689.html</a>.
- Medical device companies are prohibited from submitting abstracts on behalf of the author(s).
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- Participation. I understand that once an abstract is accepted for presentation, it may not be
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  able to submit any presentations to NASS for a period of two years. I also understand that if my
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