Abstract Submission Guidelines

Instructions for submission

- 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 education@spine.org 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
  - Injections/Interventions
  - Interdisciplinary Care
  - Manual Therapy
  - Motion Preservation
  - Psychosocial/Behavioral
  - Socioeconomics/Industrial/Ergonomics
  - Spinal Deformity
  - Surgery-Cervical
  - Surgery-Thoracolumbar
  - 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 http://disclosure.spine.org. 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.
  - **PLEASE NOTE:** Submitting authors WILL BE listed on the abstract unless you check the “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 www.ama-assn.org/ama/pub/category/5689.html.**
- **Medical device companies are prohibited from submitting abstracts on behalf of the author(s). Violations subverting the educational content of the meeting and threatening NASS’ ACCME accreditation will be subject to disciplinary action.**
- **Presenters may not use their presentation to market products or services. Use generic names wherever possible. Use product-based names only when necessary.**
Abstract Submission Policies: Agreement Required Prior to Submission

- Participation. I understand that once an abstract is accepted for presentation, it may not be withdrawn, and that if my abstract is accepted for presentation and I fail to present, I will not be able to submit any presentations to NASS for a period of two years. I also understand that if my abstract is accepted for presentation, I am responsible for registering and attending NASS’ this meeting, at my sole expense.

- Industry-Sponsored Submissions Prohibited. I understand that NASS has an abstract submission policy stating that author(s) are prohibited from submitting abstracts on behalf of medical device companies, and that this abstract is not being submitted on behalf of or at the request of a medical device company. I understand that violations of this policy may threaten NASS’ ACCME accreditation and subject me to disciplinary action.

- Disclosure Policy. I have reviewed NASS’ disclosure policy, available here, and agree to comply with it. I understand that this requires me (along with any co-authors) to complete a disclosure statement, allowing NASS to disclose this information to others, and also to answer any inquiries NASS may have in order to verify, if needed, the accuracy of any disclosures. I understand that the failure to provide truthful disclosures or the failure to cooperate with any inquiries from NASS regarding my disclosures may subject me to disciplinary action.

- Selection Decisions. I understand that decisions regarding which abstracts are selected for presentation rests within the sole discretion of the Program Committee and its Chairperson.

- Proper Content. I represent and warrant that the attached abstract and all materials which are/will be created related to it (“Presentation”) are/will be an original work, do not infringe upon the copyright, intellectual property, or privacy rights of another, and are not libelous or defamatory.

- Copyright Assignment. I represent and warrant that the attached abstract and any later created Presentation is/will be original work. I understand that in the event my abstract is accepted by NASS, all materials related to my abstract and Presentation may be used by NASS, in any form, for educational purposes including, but not limited to, recording my oral presentation of this material; the sale of this recording; and the printing and/or electronic publication of this material or transcripts, excerpts or abstracts. I control all rights to the abstract and Presentation which is/will be created, have the authority to assign copyrights, and hereby agree to assign to NASS all copyrights in the abstract and Presentation in any medium in the event that my abstract and Presentation is accepted by NASS.

- Co-Authors Agreement. If I am submitting an abstract on behalf of one or more co-authors, I represent and warrant that I have obtained copyright assignments from all of my co-authors, and have the authority to assign all copyrights in the works related to the Presentation. I also represent that I have permission from all of my co-authors to enter into this Abstract Submission Agreement on their behalf and to bind them to the terms and representations of this Agreement, and agree to defend and indemnify NASS in the event any of the representations on my co-author’s behalf are false or inaccurate.

Contact the NASS Education Department at education@spine.org with questions.