GENERAL INFORMATION FOR NACCT 2024 ABSTRACT SUBMISSION

Thank you for your interest in submitting your abstracts to the 2024 North American Congress of Clinical Toxicology. Submitted abstracts should be related to the field of clinical toxicology. Individuals practicing in clinical toxicology are encouraged to submit, including trainees.

The submission review process utilizes a standardized scoring rubric and shielded grading system. Authors should not use poison centers and/or institutional references in the body of the submission. Demographic information collected from the submitting author will not be considered in the review process.

Authors may only edit abstracts submitted within the system before the deadline.

Decisions regarding abstract selection will be emailed in June to the submitting author. Accepted abstracts will be selected for platform presentations, lightning oral or fellow-in-training sessions held during the meeting. For an accepted abstract to be published in in the journal, *Clinical Toxicology*, the author must accept the invitation to present in the email notification sent in June Those abstracts will be published exactly as submitted and therefore cannot be edited before publication.

ABSTRACT TOPICS CATEGORIES

Topic categories for abstract submission include:

- Acute & Intensive Care
- Adverse Drug Events/Therapeutic Misadventures
- Basic Science and Decontamination
- Diversity, Equity, and Inclusion
- Herbs and Dietary Supplements
- Drugs of Abuse, Ethanol, Addiction Medicine
- Epidemiology & Forensic Toxicology
- Emerging Trends
- Family Medicine/Geriatric
- Forensics
- Occupational/Environmental
- Pediatric

- Radiation
- Sports
- Early career/trainee
- Other

ABSTRACT PREPARATION

Authors
Authors must submit author affiliations with consistent capitalization and punctuation.

Abstract Title
The title should be brief, but long enough to clearly identify the nature of the study. Use uppercase for the first letters of nouns, pronouns, verbs, adjectives, and adverbs. Use lowercase for conjunctions, coordinating prepositions, and articles. Do not put author names or affiliations within the title.

Abstract Body

- The body of an abstract may not exceed 500 characters not including spaces.
- Word count does not include punctuation, headings, tables, graphs, or the author information or title (only body).
- Abstracts must be entered single-spaced with no indents or bullets.
- Do not include the following in the abstract
  - Author names
  - Author affiliations
  - References
  - Keywords
  - Title
- The abstract should be written in complete sentences using grammatically-correct English.
- Spell out all abbreviations on the first usage.
  - National Poison Data System should be spelled out and capitalized consistently in its first usage.
  - Authors must use U.S. when referring to the United States. (with periods in between U and S).
  - Latin names must have the first word capitalized and the entire name should be italizced.
- For best results enter the abstract as plain text and use the formatting and special character tools available within the program.
- Please check your abstract carefully for typographical errors, and grammatical errors such as misspellings and poor hyphenation. Such errors become glaringly obvious in the published abstract. Do not include references in your submission.

The body of a **research abstract** should be organized as follows:

- A sentence stating the study's background/objectives. Use the heading Background with a colon (Background:)
- A brief description of methods. Use the heading Method with a colon (Method:)
- A summary of the results. Use the heading Results with a colon (Results:)
  - There should be spaces between numbers and units (i.e. 4 mg).
  - In statistical result reporting, there should be spaces between the p and anything that follows (i.e. $p = 0.05$ or $p < 0.05$). Similarly in research studies should be $n = 22$ not $n=22$ or $N=22$. The letters 'n' and 'p' should be lowercase and italicized.

- A statement of conclusions. Do not state simply the "the results will be discussed." Use the heading Conclusion with a colon (Conclusion:)

The body of a **case series/case report** should be organized as follows:

- A sentence stating the study's objectives. Use the heading Background with a colon (Background:)
- A brief description of the case report/case series. Use the heading Case Report with a colon (Case Report:)
  - Within the case report description, Case report or Case series must have consistent capitalization (Case report not Case Report).
- A summary of the discussion. Use the heading Discussion with a colon (Discussion:)
- A statement of conclusions. Sue the heading Conclusion with a colon (Conclusion:)
  - Do not state simply the "the results will be discussed."

Completeness of Data
The abstract should include all study outcome results. We strongly encourage data to be included with submission.

Graphs and Charts
Three (3) small tables and/or graphs may be uploaded using the tool within the program. Images may be uploaded for the abstract review process only. Files must be submitted in jpg/jpeg, png, or gif format. The finished graphic should be no more than 700c700 pixels in width and text should be clearly legible.)

ABSTRACT CONFIRMATION / NOTIFICATION

Additional Abstracts
To submit more than one abstract, click on "Create new submission" on the main portal page.

Abstract Confirmation
A confirmation of your submission including a copy of your abstract will be sent to the email address belonging to the account used to create the abstract. Please review the abstract to ensure its accuracy. If you do not receive confirmation upon submission, please check your spam folder. If you still have not received a confirmation email, please contact nacct@clintox.org.

Abstract Notification
Only the individual submitting the abstract will be notified of the decision. If accepted, your abstract will be accepted for either a live poster presentation or oral, platform presentation. Details of the presentation format will be shared in the notification and will also be available on clintox.org/nacct. If accepted, the individual will be required to confirm acceptance and note presenting author(s).

Registration
All presenters of accepted abstracts are required to register for and attend the meeting. If the Main Author is not able to attend, a registered co-author may present. The Main Author will have the opportunity to designate another author as a presenter through and after the conference Whova app.

ABSTRACT PORTAL

To begin the submission process, please visit https://abstracts.clintox.org/. Login with your existing account or create an account.

AACT Members or Account Holder: If you are a member of AACT, OR if you have already created an account, select the "Log In" button and enter your existing credentials. Individuals that submitted an abstract for the 2023 meeting can login using the credentials they used in 2023.

Non-Members or Those Without an Account: If you do not have an account, click the "Create Account" button before logging in. After creating your account, you will be sent an email with instructions on how to create your username and password. Return to ⬧︎⬧︎⬧︎ and login using her newly created username and password.

Once in the system, select "Create new abstract" to begin. Once in the system, you will have the ability to save your progress and return to the portal.

FREQUENTLY ASKED QUESTIONS

Can I submit more than one abstract?
Yes

Can I submit an abstract if it has already been presented at another national and/or international meeting?
No

Can I submit an abstract if it has already been presented at a local/regional meeting?
Yes

Can I submit an abstract if it has already been published in a journal?
No

How do I save my information if I can't complete the abstract in one sitting?
As soon as you have created your abstract in the submission portal, the program is ready to save your abstract information. Information is saved as you complete each step and use the button at the bottom of each screen.

What if I forget my password?
You can reset your password from the submission portal login-in page by selecting "Having trouble logging in?"" and entering the email address associated with your account. If you need help accessing an abstract you have begun but not completed, please email nacct@clintox.org with the last name of the Main Author and the abstract title. Please note that there may be a delay in responding to such inquiries.

I don't know which version of my abstract was submitted and I can't find my confirmation email.
You can retrieve a copy of your submitted abstract by logging in to the abstract submission portal with your account and then select the Print or Email option after clicking on the link with your abstract title.

How will the author's information appear?
For abstracts with more than one author, if the Institution, City, State and Country are the same, that information will appear once at the end of all the listed names. Any consecutive identical information will appear only once. Do not include authors names in the body of an abstract.