Annual Meeting Abstract Submissions Form

Policies and Instructions for Abstract Submission

Please read this and the reverse page thoroughly before preparing your abstract. Because of stringent time constraints, abstracts that do not comply with these policies and instructions must be rejected.

GENERAL POLICIES

The 1987 Scientific Program Committee and the Scientific Exhibits Subcommittee welcome the submission of abstracts of original contributions in nuclear medicine from members and nonmembers of the Society of Nuclear Medicine for the 34th Annual Meeting in Toronto, Canada, June 2-5, 1987.

To help you prepare your abstract, several policies have been formulated, as follows:

1. Publication of accepted abstracts
Abstracts of accepted for presentation will be published in the convention issue of The Journal of Nuclear Medicine.

2. Previously published materials
Materials that have been or will be published as a full-length scientific paper prior to the SNM Annual Meeting should not be submitted as an abstract of a scientific paper. However, this rule does not apply to scientific exhibits.

3. Supporting data
Supporting data may be submitted if, in the opinion of the contributor, the reader's understanding will be enhanced. Supporting data are not required, however, and must be limited to one page. If submitted, supporting data must be stapled to each of the photocopies of the abstract to ensure that each reviewer has all of the information available.

4. "Works-in-progress"
Abstracts of completed and ongoing ("work-in-progress") projects will be judged and accepted or rejected on their scientific merit.

5. Changes after submission
Abstracts are to be submitted in final format. No changes will be made on the form any time after receipt at the Central Office.

6. Editing
On all accepted abstracts, the Scientific Program Committee reserves the right to edit those not submitted in the proper format for publication in the Journal.

7. Multiple contributions on a similar topic
Whenever possible, multiple contributions on the same or a similar subject from the same institution should be merged into a single abstract.

8. Publication of full text
Authors seeking publication for the full text of their papers are strongly encouraged to submit their work to The Journal of Nuclear Medicine for immediate review.

SPECIFIC INSTRUCTIONS

1. Abstract forms
Abstracts must be typed inside the blue rectangle on the third page of this form. Additional forms are available from the Society of Nuclear Medicine, 136 Madison Avenue, New York, NY 10016-6784, telephone (212)889-0717. Photocopies of the abstract form cannot be accepted as originals.

2. Typewriter and ribbon
Use a 12-pitch Courier type element, or a similar element, when typing the abstract. Do not use type that simulates script. Use a carbon ribbon or a slightly used black silk ribbon (brand new ribbons smudge; old ones print too faintly). PRACTICE typing the abstract in a rectangle 5×5¼ inches before using this form.

3. Erasures and corrections
DO NOT ERASE. Abstracts will be reduced photographically and will be reproduced exactly as submitted. Abstracts with smudges, errors, misspellings, poor hyphenation, skipped lines, typed-in margins, incorrect abbreviations, too-faint typing, etc. (or not conforming to prescribed rules) require retyping by the publisher at the author's expense.

4. Format for title and body
USE ALL CAPS for TITLE, following the example given on the following page. Use initials rather than full spelling for authors' first and middle names. Single space all typing, but leave a space between the title block and the body of the text. Indent each paragraph three spaces. Do not indent title. Draw special symbols in black India ink.

Make title brief, clearly indicating the nature of the investigation. Then state authors' names and institutional affiliation. Omit degrees, titles, institutional appointments, street address, and zip code.

5. Organization of body of abstract
Organize the body of the abstract as follows:

A statement of the purpose of the study (preferably one sentence).

A statement of the methods used.

A summary of the results presented in sufficient detail to support the conclusions.

A statement of the conclusions reached. It is not satisfactory to state, "The results will be discussed" or "other data will be presented" unless a scientific exhibit is being submitted.

Do not use subtitles, e.g., Methods, Results.
6. Abbreviations
Use of standard abbreviations is required. Abbreviations used in the Journal of Nuclear Medicine are preferred.

No abstract will be accepted unless the chemical identity of the radiopharmaceutical involved in the study is specified as accurately and completely as possible (for well-established radiopharmaceuticals, standard abbreviations, such as MDP, DTPA, etc., are acceptable). Abstracts in which radiopharmaceuticals are identified only by code numbers will be automatically rejected.

7. Superscripts and subscripts
The mass number of an element should follow the elemental abbreviation on the same line and be separated by a hyphen (Tc-99m). DO NOT USE SUPERSCHRITS OR SUBSCRIPTS to identify isotopes.

CHECK LIST

Before mailing, please check your abstracts for the following common errors:

- Be sure to use a 12-pitch Courier type element or equivalent with a black ribbon.
- Type title in ALL CAPS followed by a period (see example below).
- Initials must PRECEDE last name. DO NOT include degrees.
- Institutional affiliation, city, and abbreviated state are required. Use U.S. Post Office two-letter zip state abbreviations.
- Be sure that street address, zip code, degrees, and grant support are NOT listed in abstract.
- Do not begin author’s name or address on a new line. Title, author’s name, institution, city, and abbreviated state should run consecutively.
- Do not indent title.
- Leave one space between title block and text of abstract.
- Begin body of abstract on a new line; indent each paragraph three spaces.
- Do NOT blacken borders of abstract rectangle.
- Abstract must stay within rectangular borders.
- Left-hand border must be perfectly straight.
- Do NOT squeeze letters on lines.
- Smudges or faint typing may require retyping of the abstract.
- There must be no unacceptable abbreviations (see instruction #6).
- Do NOT use CAPITALS or UNDERLINE for emphasis in text of abstract.
- Check accuracy of SPELLING and HYPHENATION.
- Single space. There should be no space between lines of paragraphs in text of abstract.
- A conclusion should be stated. A hopeful promise of additional data or discussion is not satisfactory unless a scientific exhibit is being submitted.
- Be certain to designate the category and subject classification for program.
- Be sure to fill in name and address of principal author.
- Be sure to fill out two pressure-sensitive labels with principal author’s name and address for future mailings.

ENCLOSURES

- Original abstract form.
- For scientific papers, nine (9) copies (with supporting data, if submitted, stapled behind each copy).
- For scientific exhibits and works-in-progress, six (6) copies (with supporting data, if submitted, stapled behind each copy).
- Two pressure-sensitive labels with principal author’s name and address.
- One 4 x 6-inch card containing title, authors, and telephone number of principal author.
- One self-addressed, stamped postcard with title and authors.

EXAMPLE:

TECHNETIUM-99m POLYPHOSPHATE BONE IMAGING IN LEGG-PERTHES DISEASE. J.A. Danigelis, R.L. Fisher, and M.B. Ozonoff. Newington Children’s Hospital, Newington, CT.

This investigation was undertaken to compare the diagnostic usefulness of radionuclide bone imaging techniques to standard radiographic...
Boxes 1-4 must be completed

1. This abstract is intended for (check one box below):
   - [ ] the Technologist program
   - [ ] the Society program

2. Please check one box for each of the following statements:
   1. This abstract represents:
      - [ ] a scientific paper (oral or poster presentation)
      - [ ] a scientific exhibit (poster, viewbox or free-form display)
      - [ ] a work-in-progress (poster presentation only)
   2. I am willing to present this paper:
      - [ ] orally only
      - [ ] either orally or by posterboard
      - [ ] by posterboard only
      - [ ] does not apply—this is an exhibit or a work-in-progress

3. This abstract is a scientific exhibit. If accepted, we will require (check only one response):
   - [ ] a 39" x 59" viewbox
   - [ ] a 4' x 8' posterboard
   - [ ] a 10' x 10' booth for a free-form display.
   - [ ] This is not a scientific exhibit.

4. CHECK only ONE of the following:
   - CLINICAL SCIENCE/APPLICATIONS:
     - [ ] Bone/Joint
     - [ ] Cardiovascular-Clinical
     - [ ] Cardiovascular-Basic
     - [ ] Endocrine
     - [ ] Gastroenterology
     - [ ] Hematology
     - [ ] Immunology
     - [ ] Infectious Disease
     - [ ] Neurology
     - [ ] Oncology
     - [ ] Pediatrics
     - [ ] Peripheral Vascular
     - [ ] Pulmonary
     - [ ] Renal/Electrolyte/Hypertension
   - [ ] COMPUTERS and DATA ANALYSIS
   - [ ] DOSIMETRY/RADIOBIOLOGY
   - [ ] INSTRUMENTATION
   - [ ] NUCLEAR MAGNETIC RESONANCE
   - [ ] RADIOASSAY
   - [ ] RADIOPHARMACEUTICAL CHEMISTRY

List the name, address, and telephone number of the principal author who should receive all correspondence.

Name __________________________________________
Institution ______________________________________
Division or Dept. __________________________________
Street __________________________________________
City ______________ State __________ Zip __________
Phone Number (________) __________________________

DEADLINES
For Scientific Papers: Abstracts must be received (not postmarked) by Thursday, January 8, 1987.
For Scientific Exhibits: Abstracts must be received (not postmarked) by Thursday, January 22, 1987.
For Works-In-Progress: Abstracts must be received (not postmarked) by Thursday, April 9, 1987.
Mail the items listed below to:

Society of Nuclear Medicine
ATT: Abstracts
136 Madison Avenue
New York, NY 10016-6784
(212)889-0717

Note: Supporting data are not required for scientific papers, scientific exhibits, or works-in-progress. If submitted, supporting data must not exceed one standard 8¼x11-inch page.

• For scientific papers, original abstract plus nine (9) photocopies of the official abstract form (page 1 only).

• For Scientific Exhibits and Works-in-Progress, original abstract plus six (6) photocopies of the official abstract form (page 1 only).

• One 4 x 6-inch card containing title, authors, and telephone number of principal author.

• One self-addressed, stamped postcard with title and authors should be enclosed with abstract if receipt is to be acknowledged. Note: Overseas or non-U.S. abstracts do not require return postage.

• Two pressure-sensitive labels with principal author’s name and address for future mailings.

DO NOT FOLD abstract form; please mail in a large envelope using a cardboard backing. Abstracts received after the deadline will not be accepted.