

## ABSTRACT SUBMISSION GUIDELINES

ENDO 2021 will take place virtually March 20-23, 2021 using a dynamic and interactive virtual platform. Please read the following Abstract Submission Guidelines prior to submitting your abstract. If you have any questions not answered within this document you can email [abstracts@endocrine.org](mailto:abstracts@endocrine.org). Failure to comply with the below guidelines may lead to an abstract being rejected.

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### Abstract Submission Dates

The ENDO 2021 Abstract Submission site opens on Monday, September 28, 2020 and closes at 1:00 PM EST US on Thursday, October 29, 2020.

### Abstract Publication

All accepted abstracts will be published on the meeting website and in a supplemental issue of the Open Access [Journal of the Endocrine Society \(JES\)](#), assigned a DOI, and indexed in PubMed and PubMed Central.

### Abstract Sessioning

Authors of accepted abstracts will receive presentation details, and information and technical guidelines on how to prepare for their oral or e-Poster presentation. Presenting authors will not be allowed to reschedule their presentation except for religious reasons (as identified in Step 8 of the submission process).

### Abstract Withdrawal

Abstracts may be withdrawn by sending an email to [abstracts@endocrine.org](mailto:abstracts@endocrine.org). Withdrawal requests must be submitted by the submitting (contact) author and include the abstract submission confirmation number. The \$90 abstract submission fee is not refundable.

### Authorship of Work

Authorship on multiple abstracts is permitted.

### Awards

The Endocrine Society provides awards to recognize outstanding work in endocrinology. These recognition awards are given to outstanding abstracts submitted by in-training fellows and new faculty whom who have been accepted to present their research during the online annual meeting (ENDO). Honorees will receive a certificate of recognition for their research. Each award has varying criteria. Please visit ENDO Awards to learn more. Winner selection for all awards is based on award criteria and abstract score.

# ABSTRACT SUBMISSION GUIDELINES (Continued)

## Co-Author and/or Primary Investigator Review

The submitting author (contact) is responsible for ensuring that ALL co-authors and/or primary investigator review the abstract and agree to the [Author Agreement and License to Publish](#) prior to submission. Failure to obtain permission to publish from co-authors may result in abstract rejection.

## Disposition Notices/Abstract Acceptance

Abstract notifications will be emailed to presenting authors and co-authors in late December.

## Edits

Submitting (contact) authors may log into the site to edit their abstract up until the abstract submission deadline. **NO REVISIONS to the abstract or the list of authors will be allowed once the site closes on the deadline date.**

## Editing Services/Poster Formatting Services

Language editing, translation, and poster formatting services are available through American Journal Experts. Endocrine Society members receive additional 10% off. Visit [aje.com/go/esmeetings](http://aje.com/go/esmeetings) for more information.

## ENDO 2021 Registration

Online registration, PDF registration forms, and program information are available at [endocrine.org/endo2021](http://endocrine.org/endo2021).

## Ethical Issues and Conduct

Authors who submit research with or engage in publication ethical violations will be subject to exclusion for future abstract submissions. Review the [Ethical Guidelines for Research](#).

## Membership

Membership is not a requirement to submit an abstract for ENDO, but Endocrine Society members receive special discounted ENDO registrations rates. You must be an Endocrine Society member to be considered for abstract awards. [Join Now](#) to get the best rate for ENDO.

## Payment

A non-refundable fee of \$90.00 USD is due at the time of abstract submission. (VISA, MasterCard, and American Express are accepted). If you need to pay with a method other than a credit card, please email [abstracts@endocrine.org](mailto:abstracts@endocrine.org). Abstract submission does not automatically register you for ENDO. Upon submission, the presenting author of the abstract agrees to register and attend ENDO to present the abstract.

## Prior Publication Policy

- Submitted abstracts cannot contain data previously presented at a national meeting within the United States **at the time of abstract submission.**
- Submitted abstracts cannot contain data already accepted for publication in any online or PubMed indexed venue **at the time of abstract submission.**
- Violators will be subject to abstract withdrawal and may be barred from presenting at future Endocrine Society meetings.

# ABSTRACT SUBMISSION GUIDELINES (Continued)

## STEPS FOR SUBMITTING YOUR ABSTRACT

Submitting your abstract can take anywhere from 5-30 minutes. You will be prompted to complete the following steps when submitting your abstract. Please review the information below carefully and have available all author names, contact information and disclosure information for entry.

Step 1: Abstract Title	Step 7: Abstract Keywords
Step 2: Presentation Type	Step 8: Submission Questions
Step 3: Science Type and Topic	Step 9: Awards
Step 4: Authors and Disclosures	Step 10: Payment
Step 5: COI and Permissions	Step 11: Review Submission
Step 6: Abstract Body	

If you are unable to finish your abstract submission in one sitting, you may return to the abstract submission site any time prior to the deadline to complete your submission. **All abstracts must be completed and submitted by the abstract submission deadline date at 1:00 PM EST US. If you do not complete this submission prior to the deadline, your abstract will not be reviewed.**

### Step 1: Abstract title

Abstract titles should be short and specific, and entered in title case. For assistance with putting your abstract title in title case, visit [www.capitalizemytitle.com](http://www.capitalizemytitle.com)

### Step 2: Presentation Type

You may select your abstract to be considered for an Oral Presentation or an e-Poster presentation.

- Oral Presentation: Presenting authors will give a 10-minute presentation using slides to summarize their abstract, followed by 3-5 minutes of audience Q&A.
- E-Poster Presentation: Presenting authors will upload an e-poster, which may be accompanied with a brief audio narration. E-Posters will be viewable for the duration of ENDO 2021 and presenting authors will receive comments and questions on their abstract from meeting participants.

### Step 3: Science Type and Topic

Basic, clinical, and translational scientific abstracts, clinical trials are accepted for submission across 132 topical areas, and clinical case reports are accepted for submission in 16 topical areas. View the complete list of [2021 Abstract Topical Areas](#).

- Basic Scientific Research - Submissions should report basic endocrine research (e.g., physiological or molecular biological research in cell cultures or animal models).
- Translational Scientific Research - Submissions should report mechanistic endocrine research in humans, human tissues, tumor cells, or animal models that have a direct relationship to human physiology or disease.
- Clinical Scientific Research - Submissions should report endocrine research investigating or concerning specific disease states (e.g., evaluation of diagnostic techniques and therapies).
- Clinical Trial - Submissions should report data about the safety or potential benefit of an endocrine intervention such as a medication, device, teaching concept, training method, or behavioral change in human subjects.
- Clinical Case Report - Submissions should report valuable/novel teaching points or learning lessons from clinical care of endocrine disorders. In addition to consideration for presentation at ENDO, clinical case reports will be considered for use in other educational formats, online or in print.

# ABSTRACT SUBMISSION GUIDELINES (Continued)

For detailed information on submitting abstracts view:

- [Submitting a Scientific Abstract](#)
- [Submitting a Case Report Abstract](#)
- [Submitting a Clinical Trial Abstract](#)

## Step 4: Authors and Disclosures

Enter contact information and disclosures for all authors. Edits to authors will not be accepted after the abstract submission site has closed. Please review this information carefully to ensure you have included all abstracts. You may change the presenting author at any time up until the abstract submission site closes.

## Step 5: Conflict of Interest (COI) and Permissions

Based on the disclosures entered for the presenting author, complete the Conflict of Interest (COI) resolution and recording permissions. If you change presenting authors in Step 4, you must also update this step so the COI and permissions are pertinent to the new presenting author.

## Step 6: Abstract Body

Abstracts are text-only (with a **2,500-character limit**, including punctuation, but excluding spaces). Graphics (e.g., figures and tables) are **not accepted** in the body of your abstract. Including references is optional. If references are included, they should be included in your abstract text and will count toward the 2,500-character limit. To preserve the peer review process, do not include any identifying information (e.g., institution or author names) in the body of your abstract (Step 6). All co-authors/primary investigators, their institutional affiliations, and any disclosures must be entered on the Authors page (Step 4).

## Step 7: Abstract Keywords

Keywords help others search for and find your abstract when using the ENDO 2021 Meeting Planner. Select keywords from a drop-down menu that would likely be used to search for your abstract. Minimum of 1 keyword and maximum of 3 keywords.

## Step 8: Submission Questions

- Question 1: Principal Investigator – provide the PI of your research
- Question 2: Religious Conflicts – indicate if any conflicts exist which would prevent you from presenting on certain days
- Question 3: Embargo and Publication Restriction – indicate if you do not want your full abstract posted online until the date of your presentation.
- Question 4: Special Poster Recognition – indicate if you would like your abstract to be considered for special recognition during ENDO 2021. Recognition will be of select top-scoring abstracts from eligible authors.

## Step 9: Awards

The Endocrine Society provides awards to recognize outstanding work in endocrinology. These recognition awards are given to outstanding abstracts submitted by in-training fellows and new faculty whom who have been accepted to present their research during the online annual meeting (ENDO). Please visit [endocrine.org/awards](http://endocrine.org/awards) for award criteria and more information.

## Step 10: Payment

The ENDO 2021 abstract fee is \$90 (USD) per abstract. Abstract fees are non-refundable. Visa, Master Card, and American Express are accepted. If you need to make a wire transfer payment, please email [abstracts@endocrine.org](mailto:abstracts@endocrine.org) for instructions.

# ABSTRACT SUBMISSION GUIDELINES (Continued)

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# ABSTRACT SUBMISSION GUIDELINES (Continued)

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