



ABSTRACT SUBMISSION GUIDELINES

ENDO 2022 will take place on June 11-14, 2022 in Atlanta, GA. Please read the following Abstract Submission Guidelines prior to submitting your abstract. If you have any questions not answered within this document, please email abstracts@endocrine.org.

Failure to comply with the below guidelines may lead to an abstract being rejected.

GENERAL INFORMATION

Editing 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 for more information.

Payment

A non-refundable fee of \$90.00 USD is due at the time of abstract submission. (Credit Cards and Paypal are accepted).

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.

Authorship of Work

Authorship on multiple abstracts is permitted.

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.



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.

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](#).

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.

Standard Award Requirements:

- You **MUST** be the first and presenting author on the abstract submission.
- You **MUST** be currently in-training (Graduate Student, Medical School Student, Clinical/Post-Doctoral Fellow) or early career junior faculty (within 3 years of completing your fellowship and/or 1st–2nd year of appointment).
- You **MUST NOT** have won a travel award to attend ENDO 2019
- You **MUST** be an Endocrine Society member to be considered for an abstract-based award.



ENDO MEETING REGISTRATION

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.

Online registration, PDF registration forms, and program information are available at endocrine.org/endo2022. To receive a registration form by mail, contact the Endocrine Society by phone (1.888.363.6274 or 1.202.971.3636), fax (1.202.736.9704), or email (info@endocrine.org).

SUBMITTING YOUR ABSTRACT

Submission Steps

You will be prompted to complete the following steps when submitting an abstract:

- Step 1: Welcome Page / Payment
- Step 2: Presenter Information
- Step 3: Co-Authors
- Step 4: Abstract Details
- Step 5: Presenter Bio
- Step 6: Author Agreement and License to Publish
- Step 7: Review & Finalize

If you are unable to finish your abstract submission in one sitting, you must at least complete Step 4: Abstract Details in order to have your submission saved and be able to return to the abstract submission and complete 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: Welcome Page / Payment

The ENDO 2022 abstract fee is \$90 (USD) per abstract. Abstract fees are non-refundable. Visa, Master Card, and American Express are accepted. Note: Paying the abstract submission fee does not register you for ENDO 2022. All abstract presenters must register to attend ENDO 2022. Please visit endocrine.org/endo2022 for registration information.



Step 2: Presenter Information

Enter contact information and disclosures for the presenting author. 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 3, you must also update this step so the COI and permissions are pertinent to the new presenting author.

Step 3: Co-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 authors. You may also change the presenting author here at any time up until the abstract submission site closes (**NOTE: There can be only one Presenting Author in your submission**).

Step 4: Abstract Details

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.
- **Rapid Fire e-Poster Presentation:** Presenting authors will give up to a 5-minute presentation highlighting the key points, so interested attendees are wanting to ask questions about your work in the subsequent communications. Select this option if you do not wish to be considered for an oral presentation and want to provide a quick synopsis of your work. Presenting authors will upload an e-poster which may be accompanied with a brief 3-5 minute video presentation. e-Posters will be viewable for the duration of ENDO 2022 and presenting authors will receive comments and questions on their poster(s) from meeting participants.
- **e-Poster On Demand:** E-posters are an on demand poster option and visible through the entirety of the ENDO 2022 Annual Meeting on the virtual platform and mobile app (if available). There are no physical e-poster presentation times or locations scheduled during the meeting. The e-poster presenting author will have the opportunity to upload their e-poster and a brief 3-5 minute video presentation that can be played on demand. e-Posters will be viewable for the duration of ENDO 2022 and presenting authors will receive comments and questions on their poster(s) from meeting participants.

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



ENDO2022

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ENDOCRINE
SOCIETY

Abstract Description:

Summarize abstract in laymen terms to help with marketing materials (max 200 words).

Abstract Text:

- Abstracts are text-only (with a **450-word 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 450-word 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 2). All co-authors/primary investigators, their institutional affiliations, and any disclosures must be entered on the Authors page (Step 3).

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 [2022 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.



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For detailed information on submitting abstracts view:

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

Abstract Keywords:

Keywords help others search for and find your abstract when using the ENDO 2022 Meeting Platform. Select keywords from a drop-down menu that would likely be used to search for your abstract. Minimum of 1 keyword and maximum of 5 keywords.

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 (Saturday or Sunday)
- 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 2022. Recognition will be of select top-scoring abstracts from eligible authors.
- Question 5: Cosponsored Meetings – Joint Abstract Submission – indicate if you would like your abstract to be considered for presentation at the [ANDROGEN EXCESS & PCOS SOCIETY'S](#) Update Meeting to be held in conjunction with ENDO 2022. There is no additional fee.
- Question 6: Quality Improvement and Patient Safety – Indicate if abstract covers quality improvement and patient safety.

Awards

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Step 5: Presenter Bio

Biographic information should highlight significant experience and affiliation of each presenter or panelist. The biography may be published on the conference website and may be published in the Program Guide. Please do not include personal information in your bio. Each biography is limited to 500 words.



Step 6: Author Agreement and License to Publish

Please agree to terms as listed below in the AUTHOR AGREEMENT AND LICENSE TO PUBLISH section.

Step 7: Review & Finalize

Please carefully review your abstract and author information before clicking the "Finalize Your Submission" button. Make any edits if necessary.

You will receive an email confirming your submission. Included in the email will be a customized link to return to this submission to make changes or corrections. Please make all changes before the abstract submission site closes. No edits can be made once the submission site closes.

AFTER YOUR ABSTRACT HAS BEEN SUBMITTED

Edits

Submitting (contact) authors may use the link provided through their submission confirmation email 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.**

Abstract Withdrawal

Abstracts may be withdrawn by sending an email to 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.

Notice of Abstract Acceptance

Abstract notifications will be emailed to presenting authors and co-authors in mid-March.

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).



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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.

AUTHOR AGREEMENT AND LICENSE TO PUBLISH

AUTHORSHIP OF THE WORK

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- The Author(s) reserves the right to post and update the Work on pre-print services provided that the Endocrine Society-formatted files (HTML and PDF) are not used and that a link to the Work in the Endocrine Society's online publication is included, *Journal of the Endocrine Society*.



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- The Author(s) reserves the right to deposit his or her final accepted manuscript in the Author(s)'s funding body's archive or designated repository; provided that a link to the Work in the Endocrine Society's online publication is included, *Journal of the Endocrine Society*.

PROTECTION OF THE WORK

- The Author(s) authorizes the Endocrine Society to take such steps as it considers necessary at its own expense in the Author(s)'s name and on their behalf if it believes that a third party is infringing or is likely to infringe the copyright in the Work.
- These Terms are governed by the internal laws of the State of Delaware. The Author(s) agrees that any action arising out of or in any way relating to these Terms may be brought only in a court of competent jurisdiction in the State of Delaware, and the Author(s) hereby consents to the jurisdiction, venue and convenience of such courts. Any waiver of any provision of these Terms will be effective only if it is in writing and signed by the Endocrine Society. No waiver of any provision of these Terms shall be deemed a further or continuing waiver of such provision or any other provision. If any provision of these Terms is found to be invalid, void or unenforceable by any court having competent jurisdiction, the remainder of these Terms shall remain in full force and effect.

Patient Consent (For Case Reports)

- All patients have a right to privacy and personally identifying information should not be revealed without consent. Case reports should follow International Committee of Medical Journal Editors (ICMJE) recommendations. Authors must attest that they have secured all required patient consent forms, to be made available to the Endocrine Society on request. Identifying information, including names, initials, exact dates, or hospital numbers should not be published in written descriptions, figures, or photographs unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the materials to be published. **Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity.** The Endocrine Society has the final decision on what information is potentially identifying and when patient consent is required.