

LAST CALL ABSTRACT SUBMISSION GUIDELINES

SUBMISSION DEADLINE: WEDNESDAY, FEBRUARY 13, 2019, 1:00 PM EST US

Note: 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 \$150.00 USD is due at the time of abstract submission. (VISA, MasterCard, Discover, and American Express are accepted). You will receive a receipt from support@abstractsonline.com upon successful payment of your abstract submission. Please check your email's spam filter if you do not see your payment receipt. *If you need to pay with a method other than a credit card, please email abstracts@endocrine.org.*

Membership

You do not need to be a member to submit an abstract for ENDO 2019, but Endocrine Society members receive special discounted ENDO registrations rates and are given preference for some awards. [Join Now](#) to get the best rate for ENDO 2019!

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 US **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.

Submission to Joint Meeting(s)

In association with the Endocrine Society, authors may submit abstracts to both ENDO 2019 and joint association meetings via the ENDO 2019 abstract submission site. A single non-refundable processing fee of \$150.00 USD will be due at the time of submission.

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](#).

ELIGIBLE LAST CALL ABSTRACT TYPES

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 and 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.

AWARDS

The Society provides several awards and travel grants to attend ENDO 2019. They are awarded to outstanding abstracts submitted by trainees and new faculty who have been accepted to present their research at ENDO 2019.

Each award and travel grant has varying criteria. Visit [ENDO Travel 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 an award or travel grant to attend ENDO 2018.
- Non-members of the Endocrine Society may apply, but preference is given to members.

ENDO 2019 MEETING REGISTRATION

ENDO 2019 meeting registration opened on October 25, 2018. **Abstract submission DOES NOT automatically register you for ENDO 2019.** Upon submission, the presenting author of the abstract agrees to register and attend ENDO 2019 to present the abstract.

Online registration, PDF registration forms, and program information are available at www.endocrine.org/endo-2019. To receive a registration form by mail, contact the Society by phone (1.888.363.6274 or 1.202.971.3636), fax (1.202.736.9704), or email (info@endocrine.org).

SUBMITTING YOUR LAST CALL ABSTRACT

Submission Steps

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

Step 1: Abstract Title	Step 6: Abstract
Step 2: Presentation Preference	Step 7: Submission Questions
Step 3: Topic	Step 8: Awards
Step 4: Keywords	Step 9: Payment
Step 5: Authors	Step 10: Review Submission

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 Last Call abstracts must be completed and submitted by the abstract submission deadline of February 13, 2019 at 1:00pm EST US. If you do not complete this submission prior to the deadline, your abstract will not be reviewed.**

Text and Graphics

- 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.
- Include any references in your abstract text. These count towards 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 5).

Abstract Examples:

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

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AFTER YOUR LAST CALL ABSTRACT HAS BEEN SUBMITTED

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 February 13, 2019 at 1:00 PM EST US.**

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 \$150 abstract submission fee is not refundable.

Notice of Abstract Acceptance

Abstract notifications will be emailed to presenting authors and co-authors in mid-February 2019.

Abstract Sessioning

Accepted abstracts not selected for an oral presentation are organized into topically-based poster sessions. Authors will be notified of the date and time of their abstract poster presentation. Presenting authors will not be allowed to reschedule their presentation except for religious reasons.

Abstract Publication

All accepted abstracts will be published after the conclusion of ENDO 2019 in an online supplement to the *Journal of the Endocrine Society* (JES) and will be indexed for DOI.

Encore Abstracts

Abstracts presented at ENDO 2019 may be submitted to other organizations' meetings, provided the organization allows the submission of encore abstracts. Citation instructions will be posted on the [ENDO 2019 Program Planner](#) when abstracts have been published.