ABSTRACT SUBMISSION GUIDELINES

SUBMISSION DEADLINE: WEDNESDAY, NOVEMBER 7, 2018, 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 $90.00 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 $90.00 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.
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 opens 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 endo2019.org. 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 ABSTRACT

Submission Steps

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

Step 1: Abstract Title
Step 2: Presentation Preference
Step 3: Topic
Step 4: Keywords
Step 5: Authors
Step 6: Abstract
Step 7: Submission Questions
Step 8: Awards
Step 9: Payment
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 abstracts must be completed and submitted by the abstract submission deadline of November 7, 2018 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 disclosures or 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 and their institutional affiliations must be entered on the Authors page (Step 5).
Abstract Submission Types & Examples:

- Scientific Abstract
- Case Report Abstract
- Clinical Trial Abstract

AUTHOR AGREEMENT AND LICENSE TO PUBLISH

Authorship of the Work

The Author(s) warrants that the Work in its entirety is original except for those parts that are reproduced or adapted with permission from other sources and acknowledged as such within the Work, that it has not been published, that all the facts it contains are true and accurate, and has not been published other than as an abstract in any language or format and has not been accepted elsewhere for print or electronic publication consideration. The Author(s) further warrants that the Work does not contain any material that is defamatory or the publication of which would violate any copyright or other personal, intellectual, property, contract, or proprietary right of any person or entity.

The Author(s) warrants that each person listed as an author meets the Authorship Conditions and understands the Authorship Obligations described in the Ethical Guidelines for Research on the Endocrine Society's website. All Author(s) consent to the investigation of any improprieties that may be alleged regarding the Work. Each Author(s) further releases and holds harmless the Endocrine Society from any claim or liability that may arise therefrom.

If the Work has been prepared by an Author(s) as an employee within the scope of his or her employment, the Author(s) represents that the employer has been made aware of, and consents to, the terms of this License. This License includes authorization for the employer to make copies of the Work for its own internal use.

If all Author(s) are US Government employees and the Work was written as part of the official duties of the Author(s) as employees of the US Government, then the Work may not be subject to US copyright or the ownership provisions of this License. Nevertheless, to the extent allowed by, and consistent with, applicable law, the Author(s) authorize publication of the Work in the Endocrine Society publication under terms equivalent to those provided for in the license and agree to all of the warranties specified in the license.

Ownership of the Work

The Endocrine Society acknowledges and agrees that the Author(s) of this Work own all right, title and interest of any nature, throughout the world, to the Work, including any copyright registration or applications for copyright registrations relating thereto anywhere in the world. The Work as defined includes but is not limited to text, figures, tables, artwork, abstracts, cover images, summaries, and supplemental data. Notwithstanding the foregoing, the Endocrine Society may secure copyright registration for any collection or compilation in which the Work is published by the Endocrine Society.

The Author(s) grants to the Endocrine Society, for the full term of copyright and any extensions thereto the sole and exclusive (except as provided in this Agreement), irrevocable license to publish, reproduce, distribute, transmit, display, store, translate, create derivative works from and otherwise use the Work in any language or in any form, manner, format, or medium now known or hereafter developed without limitation throughout the world, and to permit and/or license others to do any or all of the above.

Continued on next page
Use of the Work

The Author(s) agrees that when reproducing the Work or extracts from it, the Author(s) will credit first publication of the Work in the Endocrine Society publication by name.

*The Author(s) retains the following nonexclusive rights:*

- The Author(s) reserves the right after publication of the Work to use all or part of the Work in compilations or other publications of the Author's own works, and to make copies of all or part of the Work for the Author's use for lectures, classroom instruction, or similar uses.

- The exclusive license granted to the Endocrine Society permits the following: after publication of the Work by the Endocrine Society publication, third parties are automatically granted permission to use figures and tables created by the author(s) and contained in the Work for noncommercial use (e.g., not for sale or for commercial advantage).

- The Author(s) reserves the right to post the Work (including the Endocrine Society's formatted PDF) after final publication on the Author(s)'s web page provided that a link to the article in the Endocrine Society's online publication is included.

- 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.

- 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.

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.
AFTER YOUR 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 November 7, 2018 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 $90 abstract submission fee is not refundable.

Notice of Abstract Acceptance

Abstract notifications will be emailed to presenting authors and co-authors in late December 2018.

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

Abstracts will be published after the conclusion of ENDO 2019 in an online supplement to Endocrine Reviews and in the online ENDO 2019 Web Program at endo2019.org.

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 online ENDO 2019 Web Program when abstracts have been published.