



General Guidelines for Submission of Abstracts

This document describes the general guidelines for corresponding and contributing authors to follow in creating their abstracts. Detailed technical instructions for use of the online system to create and submit abstracts are contained in the companion document that may be viewed and downloaded from the same source as this file.

Responsibilities of the Author(s)

Submission of an abstract indicates the following:

1. The author(s) have not published the data from this investigation in a scientific journal, nor will the data be published until after the 2008 Annual Scientific Annual Meeting of The Obesity Society (October 3 – 7, 2008).
2. The author(s) have not submitted the data in an abstract intended for presentation at another scientific meeting.
3. The accuracy of the submitted abstract is the responsibility of the author(s). Author(s) should carefully prepare and proofread their abstracts prior to submission. Errors made on your submitted abstract are likely to appear in print.
4. Submission of an abstract constitutes a commitment by the author(s) to present it if accepted. Failure to present, if not justified, may jeopardize future acceptance of abstracts. Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter. The presenter is expected to attend the annual meeting during the day of presentation and must submit the applicable registration fee.

Content of Abstracts

All authors should download and refer to the detailed instructions for authors before creating their abstracts.

- Your abstract can contain a maximum of 2,325 characters, including letters, numbers, symbols, and spaces.
- You may upload up to two (2) figures (e.g., illustrations, graphs, tables) to accompany your abstract. Each figure counts as 320 characters.
- Though there is no prescribed submission format, successful abstracts typically contain these four major sections:
 - Background - the objectives of the study or investigation
 - Methods - the basic procedures (study subjects and analytical methods)
 - Results - the main findings (giving specific data and the statistical significance, if possible)
 - Conclusion – the principle conclusion(s) from the study or investigation

Requirements for Objectivity in Reporting

Continuing medical education (CME) credit for physicians and continuing professional education credits for registered dietitians is offered for those attending the abstract presentation sessions. Therefore, the following requirements for objectivity apply:

1. Presentations must be free of commercial bias for or against any product.
2. Generic names should be used whenever possible. If trade names are employed, they should not be that of a single company. The intent is to avoid the appearance of promotion for specific commercial products.
3. Reports of scientific research must conform to generally accepted standards of experimental design, data collection and analysis.

Disclosure of Conflict of Interest

All authors of a submitted abstract must disclose any relevant financial interests or other affiliations with a commercial interest or other associations which may have direct and substantial interest in the content of the abstract and any subsequent oral or poster presentations. Such disclosure allows program participants to better evaluate the objectivity of the information presented in the program.

Additionally, all authors of a submitted abstract must indicate whether the abstract and any subsequent oral or poster presentations include discussion of the use of pharmaceutical or medical device products 1) in a manner other than licensed and approved by the U.S. Food and Drug Administration ("off label" usage), 2) which are not approved for use in the United States, or 3) which are currently investigational in nature.

Glossary of Terms Related to Disclosure

Commercial Interest

The ACCME defines a "commercial interest" as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies.

Financial Relationships

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Relevant Financial Relationships

The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months that may create a conflict of interest. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship as it relates to the content of the CME activity.

Notification of Receipt and Acceptance/Rejection of Abstracts

1. Notifications of abstract receipt will be sent to the CORRESPONDING AUTHOR ONLY at the time of submission and payment.
2. Each submitted abstract is assigned a unique SKU number. This is your abstract submission number. This number appears on the payment page and in the confirmation receipt and e-mail. Keep a record of this important number. Corresponding authors should share this number with the contributing authors. If you need to contact someone at The Obesity Society about an abstract, you will need to refer to it by this number.
3. All CORRESPONDING AUTHORS will receive notification of acceptance or rejection of their abstract(s) in late June 2008.
4. Instructions for preparation of oral and poster presentations will be included with acceptance notifications. They may also be downloaded from The Obesity Society's Annual Scientific Meeting Web site.

For technical questions about the abstract submission process, please contact: Content Management Corp., Technical Support, 888-711-1138 ext. 241 or 905-889-6555 ext. 241 (9:00 AM to 5:00 PM ET, M – F), support@cmcgc.com.

For all other abstract-related inquiries, please contact: Robert J. Eckrich, 301-563-6526 (9:00 AM to 5:00 PM ET, M – F), roberte@naaso.org.