

# Scientific Program Submission Guidelines

## Abstract Submission Guidelines

If cutting and pasting from a word editing program or website, first paste the text in Notepad or a similar program. This step will remove any HTML tags prior to pasting in this text editor. When reporting standard deviations a space is required between the “+” symbol and the numeral (Example: 2.1 + 0.05).

1. Abstract submissions will only be accepted through the submission website during the submission window.
2. Abstracts may be submitted under the following three categories:
  - **Scientific Program Research Abstracts** - Original scientific research. (See Sample Scientific Abstract.)
  - **Scientific Program Case Report Abstracts** - Case report or case series. (See Sample Case Report Abstract.)
  - **Academy Information Abstracts** - ONLY information posters related to AAO Section/SIG activities or graduate and residency programs should be considered under this category. (See Sample Academy Information Abstract.)
3. Abstract submissions may include supporting figures and images. Image file sizes must be restricted to 1 MB and images may be uploaded in GIF, PNG, TIFF, TIF, JPG, or JPEG formats. Inclusion of an accompanying image is highly recommended for case report submissions. Only 1 file upload is permitted. Please combine multiple figures and images into one file, not exceeding the file size limit.
4. Abstract character count limit, including title, is 3,000 (includes spaces but not author names and affiliations).
5. Authors are permitted a maximum of two first-author presentations within the scientific program. Any combination of paper or poster presentations is permitted, however, no more than two first-author submissions will be accepted. Additional first author submissions after the first 2 will not be considered. There is no limit to the number of co-authored submissions, e.g. authors may be listed as second, third, or other position on any number of submissions.
6. The primary author's CV is required to be uploaded at the time of abstract submission.
7. Authors presenting their work at the Annual Meeting MUST be registered for the meeting.
8. The first author is solely responsible for presentation of accepted abstracts at the date and time assigned by the Scientific Program Committee. Co-authors, substitutes, or multiple presenters are not permitted.
9. First authors may be scheduled to present a paper or poster presentation any time from 8:00 AM on Wednesday, October 26, to 6:00 PM on Saturday, October 29. Authors should not submit to the scientific program unless they can commit to be present when assigned.

10. Substitute presenter approval requests will only be considered in cases of illness, family emergency, or change of employment. The request must be submitted to Christina Velasquez (Christinav@aaoptom.org) by the first author by 2 PM the day before the scheduled presentation. The substitute presenter must be one of the co-authors and registered for the annual meeting. Failure to obtain prior permission will result in cancellation of the presentation and loss of privileges for the first author to submit abstracts or proposals to subsequent AAO annual meeting programs.
11. Ethical and Regulatory Requirements for Research and Case Reports:
  - Research involving human subjects must have been conducted in accordance with the tenets of the Declaration of Helsinki and with adherence to any applicable national and local human subjects research requirements. Consistent with the National Institutes of Health guidelines, if the number of human subjects in the study exceeds three, Institutional Review Board (IRB) approval must be obtained. The authors cannot automatically assume that certain studies are exempt from IRB review. Only an IRB can determine if a specific study fulfills the exempt status.
  - Research involving the use of animals must be conducted in accordance with international standards for animal treatment and care (e.g. the Society of Neurosciences and ARVO statements on the use of animals in research) as well as any applicable regulatory requirements. If the work submitted involves the use of animals, Institutional Animal Care and Use Committee (IACUC) approval must be obtained.
  - Failure to conform to the above ethical standards may result in loss of privileges for all listed authors to submit abstracts or proposals to subsequent AAO annual meeting programs.
12. Abstracts must be work that has not been submitted for formal publication or to a preprint server before the original abstract submission deadline, at the end of May. After the AAO submission deadline, an author is at liberty to submit their abstract to a journal for formal publication or to a preprint server.
13. Copyright Assignment: Authors are required to transfer the copyright for their submitted abstract to the American Academy of Optometry. First authors must provide assurance that all co-authors agree to the copyright transfer terms. This does not include copyright of the transcript, which may be presented elsewhere.
14. Conflict of Interest Disclosure: The first author is responsible for disclosing any conflict of interest on behalf of all listed authors as defined in the Scientific Program Committee's Statement on Conflicts of Interest. Any conflict of interest must also be disclosed at the time of presentation; this applies to both scientific paper and poster presentations.

