

Instructions for Authors

Abstract Deadline: DECEMBER 15, 2009. All material must be submitted electronically by 5:00 pm ET.

Submission:

Note: Employees of commercial interests are prohibited from serving as planners or speakers in this accredited CME activity. Online abstract submission is required. Find submission instructions and a sample abstract at <http://www.asccp.org/biennial/abstract.shtml>. Please direct any questions to Ann Powell at apowell@asccp.org.

Guidelines and Basic Format:

1. Submit in English language only.
2. Title in **bold CAPITAL LETTERS**: Use significant words descriptive of subject content.
3. Presenting Author's name is underlined; non-ASCCP members designated with an asterisk (*). Authors' names should appear with the last name first, then first name initial followed by middle initial, of each author (example: Doe JD). Provide the institutional affiliation, city, state, and country (if other than the United States) in which the study was carried out. Provide source(s) of financial support and disclaimers (when needed). Any and all industry support must be mentioned on one line at the end of the abstract.
4. Use standard abbreviations and all abbreviations should be spelled out at first use.
5. Provide Objective, Methods, Results, and Conclusions in bold capital letters and left-justified. See sample abstract on ASCCP's website at www.asccp.org. Literature searches and case reports are not accepted.
6. Format and submit the entire abstract in one (1) long paragraph, typed single-spaced in Microsoft Word.
7. Leave no margin at the top or left side, but use a 3-space indentation on the very first line.
8. Drugs and instruments must be referred to by their generic name ONLY. When needed to specify the source of the product, the manufacturer's name, city and state must be placed in brackets [] after the generic name at first use. Registered and Trademark symbols are not to be used.
9. Key words should appear immediately beneath the abstract and consist of 3 to 5 words or terms for indexing. Terms from the medical subject headings of Index Medicus should be used. For standard terms, please refer to <http://www.ncbi.nlm.nih.gov/PubMed>.
10. Information identifying the authors or study center(s) should be deleted from the body of the abstract to ensure blinded copy presentation to judges.

11. Your abstract should be informative and must contain (a) the study's specific objectives or the hypothesis of the study; (b) a brief statement of methods used (to include means for problem solving, number and relevant characteristics of subjects, and statistical analysis); (c) a summary of the results obtained; and, (d) a statement of the conclusions. Use short specific titles. It is not satisfactory to state, "The results will be discussed."
12. When using abbreviations for compounds, spell out in full in the first mention, followed by the abbreviation in parentheses. Do not abbreviate compounds in the title of the abstract. Use of unfamiliar abbreviations may be grounds for rejection unless definitions are supplied in the abstract.
13. Submit electronically via <http://www.asccp.org/biennial/abstract.shtml>. If you have problems please e-mail apowell@asccp.org.
14. Disclosure of Interest form must be completed by lead author to reflect any conflicts by all authors and submitted with the abstract. The COI form (mandatory) and JLGTD submission forms (if applicable) should be attached as PDFs with the online abstract form. Abstracts will not be forwarded to the Abstract Committee for consideration, unless a Disclosure of Conflict of Interest form for each of the authors listed on the abstract is included.

Cash Awards:

Manuscript submission is not required for abstract presentation, however, to be considered for an oral abstract prize (5 cash awards plus a plaque), you must also submit a complete manuscript for publication in the Society's *Journal of Lower Genital Tract Disease* no later than 5 pm ET, Friday, February 26, 2010. Please send the complete manuscript to Thomas M. Julian, MD, Department of OB/GYN Clinical Science Center, H4/646, 600 Highland Avenue, Madison, WI, 53792. The complete manuscript must conform to the instructions for authors as required by the *Journal of Lower Genital Tract Disease* as listed upon <http://www.asccp.org/journal/submission.shtml>.

***Please note that the complete manuscript is to be sent to Dr. Julian by February 26, 2010 and the abstract is to be submitted on-line at <http://www.asccp.org/biennial/abstract.shtml> by December 15, 2009.

A form for disclosing any possible Conflicts of Interest must be completed by the submitting author to include disclosures by all authors in accordance with ACCME guidelines and ASCCP policy. **The abstract will not be accepted without this form.** A copy of ASCCP's policy is available at www.asccp.org.

Questions should be directed to the

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