

SPR

Full Instructions

**This submission site should be used for both Paper and Poster Submissions
for the SPR 2018 Annual Meeting & Postgraduate Course**

Creating and Viewing Submissions

- To begin a new submission choose "**Create New Submission**" from the menu on the left.
- Be sure to **read the instructions at the top of each page** prior to entering any data to ensure that you understand what is required.
- To view or continue editing a submission choose "**View Submissions**".

Submission Information

1. **DEADLINE:** The deadline for submissions is **Sunday, October 29 at 11:59 p.m. Eastern Time.**
2. **TYPES OF ABSTRACTS:**

Oral Papers

Formal presentations of scientific work. (8 minutes presentation/2 minutes Questions & Answers.) Please note that if your paper is not accepted, it will **not** be considered for a poster. If you would like for your work on the same subject to be considered as a paper **and** a poster, you **must** create separate submissions for each. However, only one abstract on the same subject will be accepted.

Posters

There are three options to choose from when submitting a poster:

- 1) **Case Report**, 2) **Scientific**, 3) **Educational**

- A "**Case Report**" has one or more cases (**but no more than 5**) and reviews imaging findings without a comprehensive educational goal. If you have more than 5 cases, please consider converting your poster to an "Educational Poster". **NOTE:** The acceptance of Case Report Posters will be reserved for those cases that are truly exceptional and of great scientific value that may lead to generalizable knowledge in the future. To this effect, a limited number of Case Report Posters will be accepted.
- A "**Scientific Poster**" is the summary of a research study. **ATTENTION:** For SPR 2018, the top Scientific Posters will be considered for presentation as a printed poster in addition to an electronic poster. For this reason, **ALL** scientific submissions this year will require a different electronic format than the Case Report and Educational Posters. The guidelines can be found below, as well as in step 3 of the submission process.
- An "**Educational Poster**" seeks to educate the viewer on a certain pediatric radiology topic, often using cases to illustrate the teaching content. **NEW:** For SPR 2018, the top Educational Posters will be considered for display as a printed poster. However, the electronic format will remain the same as in prior years; matching the format requirements of a Case Report Poster.

Poster Guidelines:

- All posters must be displayed electronically at the meeting. Equipment will be provided for display. All final posters for display must be submitted as PDFs. Complete instructions will be provided at acceptance. *Should you wish to review them now to obtain an understanding of what will be expected of you for your final poster presentation (if accepted) and when it will be due, please access the following document: [SPR 2018 Poster Guidelines.pdf](#)*
 - Remember, you must first submit your abstract for consideration by **Sunday, October 29 at 11:59 p.m. Eastern Time.** If accepted, you will then be asked to submit your final poster presentation (as a PDF), following the SPR 2018 Poster Guidelines. The guidelines are provided in an effort to give you an insight on what is expected if your abstract submissions is accepted. Please note that they are subject to minor changes (if any), which will be communicated when the ePoster upload process begins. The deadline noted in the attached will remain as listed.
3. **PEDIATRIC PATIENT AGE DEFINITION:** Your submission **must** be based on work/research conducted on the pediatric patient - i.e. someone who is 20 years old or younger.
 4. **SUBMISSION LIMIT:** There are no restrictions on the number of submissions you may submit; each will be judged individually on its own merit.
 5. **CHARACTER LIMIT:** Abstracts are limited to 2,500 characters. You will be advised of your character count usage throughout the submission process as you save and move to the next step. Your character count is displayed in the bar at the top of your submission. The character count does not include the title, authors, or figures/tables/graphs, but it **DOES** include spaces. Do **NOT** include the title, authors or institutions in the body of your abstract as those will count as characters; please enter this information only where requested.
 6. **BODY:** You may copy and paste your submission into the appropriate fields. Typing your submission directly into the text box provided is not recommended as **there is a 45-minute timeout period.** Any work not saved within 45 minutes of inactivity will be lost.

7. **SUPPLEMENTAL FILES (FIGURES/TABLES/GRAPHS):** You may submit supplemental files with your submission; these files will not be counted as additional characters. You may submit **up to three (3) supplemental files (figures, tables, graphs)**. Any figures, tables or graphs that you submit will be printed in the journal supplement along with your abstract. In the journal supplement, the supplemental files that you submit will appear at the end of your submission in the order in which they were uploaded; they cannot be placed within the text of the submission. Composites of more than one image, table or graph are **NOT** permitted. With that in mind, please provide best image quality files. **Image files must be 300 dpi or greater in resolution. Graphs, figure or table files must be 1200 dpi or greater in resolution. Files which do not meet these requirements will NOT be printed; there will be NO opportunity to provide replacement files.** The following file formats for supplemental files are acceptable: pdf; jpg; bmp; gif; png; tif; xls; xlsx; doc; docx. in your submissions. Do **NOT** include the file path of the author(s) name(s), institution(s), patient(s) information or any other text that identifies the author(s), institution(s) or patient(s). **All reviews are blind reviews; therefore, it is imperative that the supplemental document(s) and the file path in which they are saved are free from identifying information.**
8. **DISCLOSURES:** The contact author (i.e. the one submitting the abstract) is able to complete the disclosure statement online via the submission site, and is also responsible for forwarding the "Disclosure of Relationships" form (via [PDF](#) or [online](#)) to the co-authors for completion. Disclosure information can be found in Step 5 of the submission process. Please inform your co-authors that **ALL** forms **must** be submitted prior to **Sunday, October 29 at 11:59 p.m. Eastern Time.**
9. **SPR AWARDS:** 1) The John P. Caffey Awards will be given to the best Basic Science Paper and the best Clinical Research or Education Paper. 2) The John P. Caffey Poster Awards will be given to the best poster in each of the three submission categories (Scientific, Education, Case Report). Every poster will be considered. 3) The John A. Kirkpatrick Young Investigator Award is given annually. If the presentation is to be considered for the Award, please indicate on the awards page whether the primary author is/was a student, resident, fellow or in a trainee-type role when the work was done. If not indicated in your submission, the SPR bears no responsibility for an eligible paper failing to be considered if the abstract is submitted without supplying this data. Papers **must** be presented by the young investigator to be considered for this award.
10. **AAP and WFPI AWARDS:** The clinical relevance and international relevance of the submissions will be reviewed and considered for awards bestowed respectively by the AAP and WFPI based on criteria determined by each organization.
11. **IMAGING TECHNOLOGIST AWARDS:** The Technologist Abstract Committee will select the Best Paper Award and Best Poster Award from the submissions received.
12. **PROOF:** Carefully check the proof of your submission. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand side bar menu to make your corrections. You are responsible for proofing your material as it will **NOT** be edited by the publisher.
13. **PROMISSORY WORK:** All submissions **must** be at the state of completion; promissory work will **NOT** be accepted.
14. **IRB:** If applicable, IRB approval must be in place or under review at the time of submission. Extensions due to IRB issues will **NOT** be granted. Authors submitting abstracts for consideration of presentation at the meeting are required to be guided by the ethical principles regarding all research involving humans, as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (The Belmont Report) and their own institutions or practices. For further information, please consult your institutions' IRB and the following website: <http://www.hhs.gov/ohrp/regulations-and-policy/guidance/index.html#>
15. **COMPLETING YOUR SUBMISSION:** If you have not completed all required sections and details you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom "Proof and Submit" page.
16. **NOTIFICATIONS:** Notifications will be e-mailed to the contact and presenting authors by close of business on **Friday, December 1, 2017.** Please be sure to provide correct e-mail addresses for both authors. If you do not receive your notification by that date, please contact the SPR office at spr@acr.org.
17. **AUTHOR CONTACT INFORMATION:** The e-mail addresses of contact authors will be included in publications (i.e. meeting supplement and/or online) so that attendees and future reviewers may make contact if desired. If you do not wish to include the e-mail address of the contact author, there is an option to decline in step 5 of this submission process.
18. **SUBMISSION OR MEETING QUESTIONS: Prior publication or acceptance for publication in a radiology periodical, or a previous presentation or acceptance of your work at a past or future radiology meeting will exclude the abstract from consideration.** If you have questions regarding the submission criteria, please contact the SPR office at spr@acr.org.
19. **EDITS:** You may edit your submission up until the deadline of **Sunday, October 29 at 11:59 p.m. Eastern Time.** Thereafter, edits **CANNOT** be made.
20. **TECHNICAL SUPPORT:** If you have any difficulty with the submission process, please e-mail ScholarOne Customer Care at ts.acsupport@clarivate.com or call: Direct Number: +1 (434) 964-4100; Toll Free Number (US Only): 1-888-503-1050

ScholarOne Customer Care is available to answer all technical support questions M-F from 3:00 am to 8:30 pm Eastern Time (USA). Customer Care can also be reached from anywhere on the site by clicking on the "Help" link located in the upper right-hand corner of each page.

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Product version number 4.12.0 (Build 28). Build date Jul 27, 2017 10:06:02. Server c178dfys1as