AAPS POSTER ABSTRACT

FORMAT CHECK-LIST

PharmSci 360

National Biotechnology CONFERENCE

Ensure that your abstract is considered for presentation at an AAPS meeting. Use this checklist to ensure your abstract meets the requirements for screening. Abstracts that do not include this information will be rejected without review.

Every abstract must contain the following elements:

☐ **DATA:** Including all research information either in paragraph format or in charts and graphs. AAPS rejects any abstract that is not based on data.

☐ **TITLE:** In headline style: 200-character limit with no period at the end

☐ **AUTHORS:** Limit of 13 authors

☐ **AFFILIATIONS:** One affiliation per author

☐ **PURPOSE:** In paragraph format

☐ **METHODS:** In paragraph format

☐ **RESULTS:** In paragraph format

☐ **CONCLUSIONS:** In paragraph format

☐ **REFERENCES:** Reference any research previously published in a journal and used in the abstract's research.

☐ **IMAGES:** In jpg format, no more than three (3). Do not include images in the Purpose, Methods, Results, or Conclusions sections.

☐ **TABLES, CHARTS, AND/OR BULLETED/NUMBERED LISTS:** No more than 3. Convert each to a jpg, and upload into the Images section. Do not include tables, charts, bulleted lists, or numbered lists in the Purpose, Methods, Results, or Conclusions sections.

☐ **ACKNOWLEDGEMENTS, DISCLAIMERS, FUNDING, AND OTHER DISCLOSURE OR CONFLICT OF INTEREST STATEMENTS:** This area should include any disclaimers, acknowledgements, funding, and other disclosure or conflict of interest statements, such as ethics approvals for animal use or human participation, which would prevent a blind review. This information will not be available to reviewers during the review process.

☐ **ABSTRACT LENGTH AND IMAGES:**
   a. Abstracts may contain a maximum of 800 words in the Purpose, Methods, Results, and Conclusion sections.
   b. 1 to 3 images in jpg format may be included.
   c. Data tables must be uploaded as one of three possible images and not included in the abstract text boxes.

TOP 4 REASONS ABSTRACTS ARE REJECTED

Each year, AAPS rejects a few dozen abstracts—many "without review," which means the abstracts were not qualified for consideration and were never shown to a panel of scientific screeners.

1. **The abstract does not contain any data.** AAPS will not accept an abstract that is not based on data that has already been developed.

2. **The abstract is too commercial.** AAPS welcomes research conducted by any scientist, but does not permit sales pitches.

3. **The abstract does not follow the formatting and guidelines outlined in this document.**

4. **The abstract contains author, company name, or affiliation, preventing a blind review process.**

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FOR MORE INFORMATION on submitting an abstract and presenting a poster, including registration requirements, policies, and frequently asked questions, visit:

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