



# Abstract Screening Policy and Procedures



**Teresa Homrich,**  
**Abstracts and Posters Manager**  
[homrichT@aaps.org](mailto:homrichT@aaps.org)

# Table of Contents

- Confidentiality
- Screeners review process
- Screeners agree to
- Screener topics of expertise
- Screener Conflict of Interest – What is it?
- Screener Conflict of Interest – What to do?
- Encore presentations
- What's a good abstract?
- Reviewing the abstract
- Screening rubric
- Adding comments to reviews
- Reasons for rejection
- Screening timeline



# Confidentiality

**Never discuss and/or share the abstracts, screener reviews, or committee decisions outside of the committee:**

- An author whose abstract was not selected could be embarrassed
- You are expected to support the decision of the Abstract Screening Committee (ASC) committee even if you personally disagreed
- Volunteer screeners must complete unbiased reviews or recuse themselves from completing a review



# Screeners Agree To...

1. **Review and select Tracks/Subtracks | Primary Topics | Keywords (Review Groups)** in which they are experienced during the online sign-up process
2. **Review Screener Training** before completing assigned abstract reviews
3. **Spend a few minutes** getting familiar with the applicable literature
4. **Spend a few minutes** reading an abstract and answering a few questions about it
5. **Review assigned abstracts**
  - **Early poster abstract submissions May 1-12, 2026**
  - **Late Breaking abstract submissions July 24-August 4, 2026**

# What is a Good Abstract?

**Title**—A short, but complete description of the research. **Do not lower the score of abstract because of capitalization issues in the title.**

**Purpose**—State the purpose of the research. What is the problem or issue, and why is it an issue?

**Methods**—What methods were used in the research, include details.

**Results**—What are the results of the research? Include data in text or as an image (see images below) that supports the Conclusion.

**Conclusion**—What is the final outcome of the research? The Conclusion should support the purpose.

**References\***—Previously published work that is cited in the abstract should be included as a reference. **Do not include previously presented posters as a reference.**

**Images\***—Are not a requirement. It is recommended to add tables, graphs, or images to illustrate the research. Maximum of 3 jpg images are allowed.

**Acknowledgements\***—Should not be viewable to screeners. If a screener sees an acknowledgement, the author did not follow the format requirements, and the abstract should be rejected.

## ABSTRACT LENGTH AND IMAGES:

1. Abstracts may contain a maximum of 800 words in the Purpose, Methods, Results, and Conclusion sections.
2. 1 to 3 images in jpg format may be included.
3. Data tables must be uploaded as one of three possible images and not included in the abstract text boxes.

***\*These sections are not required in an abstract.***

**How to Write an Abstract**

**TEXT**  
You can have 800 words and no images.

**Word count is 800 words in the Purpose, Methods, Results, and Conclusion sections**

**TITLE**  
A short description of the research. Capitalize each word. No period at the end.

**AUTHORS**  
Include all contributing authors.

**AFFILIATION/COMPANY**  
List author affiliation and/or company.

**PURPOSE**  
State the purpose of the research. What is the problem or issue, and why is it an issue?

**METHODS**  
What methods were used in the research.

**RESULTS**  
What are the results of the research? Include all data!

**CONCLUSION**  
What is the final outcome of the research?

**Authors**  
Affiliation/Company

**Purpose**

**Methods**

**Results**

**Conclusion**

**aaps**

# What is a Good Abstract?

**AAPS seeks poster abstract submissions that present data-driven, novel research in the pharmaceutical sciences.**

- Authors **must include all research information and data.**
- Abstracts should present data concisely and accurately.
- It is imperative that data is presented in the results section as text or as uploaded images (optional) so screeners can judge the scientific value of the abstract.
  - **Data tables or charts are not allowed in the Purpose, Methods, Results or Conclusion sections.**
  - **Images of data tables may be included as one of three uploaded images (3 allowed).**
  - Data Charts and graphs are optional -- data may be included in the results section of the abstract as text.
- **Bullet points or numbered lists are not allowed** in the Purpose, Methods, Results, or Conclusion sections. **Paragraph format is required.**

# Reviewing the Abstract

- Accepted Abstracts will be published as presented at the time of submission.
- No revisions are allowed—Screeners must review the information as presented.
- Screeners are **not permitted** to include comments with suggestions for additional content or edits.

There is never too much information in an abstract!

# Abstracts Must Be Blinded

**An abstract that contains author/affiliation information must be rejected.**

- Abstract screening is a competitive process.
- To ensure all authors are treated fairly, all abstracts are blinded.
- No author or affiliation information may be included in the Purpose, Methods, Results, and Conclusion, or in the images or image labels.

# Encore Presentations

**Encore Presentations are poster(s) previously presented at another meeting:**

- Are permitted
- Do not need to be referenced in the abstract
- Must still be reviewed and approved by the ASC
- It does not matter if the previous presentation was at an AAPS meeting or another meeting.

Research previously published in a scientific publication is not allowed.

# Screener Topics of Expertise

The submission site automatically makes screener assignments based on the Track/Subtrack | Primary Topic | Keywords (Review Groups) of both the abstract and screener.

Screener who find an assignment is outside their area of expertise should proceed as follows:

- 1) Check the box indicating “Outside My Area of Expertise”
- 2) Do NOT review the abstract
- 3) Do NOT add scores to the review

The screenshot shows a 'SUBMISSION SCORECARD' interface. At the top, it indicates '4 / 4' reviews completed. Below this, there are navigation buttons for 'Home', 'Review Summary', and 'Instructions'. A large '100%' is displayed with 'Reviews Completed' underneath. A blue 'Save Review' button is visible. A red box highlights a checkbox labeled 'Outside My Area of Expertise Or Conflict of Interest'. Below the checkbox, there is explanatory text: 'Outside My Area of Expertise - Or - Conflict of Interest = I cannot review this abstract. Only check the box to the left for one of these two reasons. Conflicts of Interest include personal or professional relationships (i.e. vendor partnerships and clients) with the presenting company or individuals. Do not add scores to questions for Recused Abstracts.' At the bottom, there is a 'Screener Flag or Leader Recommendation:' dropdown menu currently set to 'No Flag Needed'.

# What is Conflict of Interest in screening?

AAPS requires screeners adhere to the highest ethical standards. This includes **avoiding even the appearance of bias**.

Therefore, **screeners are not permitted to review an abstract if:**

- They assisted in preparing the abstract, regardless of whether they are named as an author.
- They discussed the abstract with the author before submission.
- They recognize the work as that of a colleague, co-worker, or other party whom they know, regardless of whether that party is or is not the lead author.

**There are no exceptions.**

SUBMISSION SCORECARD 4 / 4

Home Review Summary Instructions

100%  
Reviews Completed

Save Review

\* indicates a required field

Outside My Area of Expertise Or Conflict of Interest

Outside My Area of Expertise - Or - Conflict of Interest = I cannot review this abstract. Only check the box to the left for one of these two reasons. Conflicts of Interest include personal or professional relationships (i.e. vendor partnerships and clients) with the presenting company or individuals. Do not add scores to questions for Recused Abstracts.

Screener Flag or Leader Recommendation: \* No Flag Needed

When completing reviews, giving even general advice in the comments area on developing a poster is not permitted — it may be seen as giving an author an unfair advantage if they must re-submit.

# Conflict of Interest – What to Do

Screeners who recognize an abstract as the work of an author with whom they are acquainted should proceed as follows:

- 1) Check the box indicating “Conflict of Interest”
- 2) Do NOT review the abstract
- 3) Do NOT add scores to the review

A new screener will be assigned if needed.

The screenshot shows a 'SUBMISSION SCORECARD' interface. At the top, it displays '4 / 4' in a green bar. Below this are navigation buttons for 'Home', 'Review Summary', and 'Instructions'. A large '100%' is shown with 'Reviews Completed' underneath. A blue 'Save Review' button is visible. A red box highlights a checkbox labeled 'Outside My Area of Expertise Or Conflict of Interest'. Below the checkbox, there is explanatory text: 'Outside My Area of Expertise - Or - Conflict of Interest = I cannot review this abstract. Only check the box to the left for one of these two reasons. Conflicts of Interest include personal or professional relationships (i.e. vendor partnerships and clients) with the presenting company or individuals. Do not add scores to questions for Recused Abstracts.' At the bottom, there is a 'Screener Flag or Leader Recommendation:' dropdown menu set to 'No Flag Needed'.

# Screener Flags in the Review Site

Screeners should “flag” an abstract for the following reasons if they apply to the abstract being reviewed:

The screenshot shows a 'SUBMISSION SCORECARD' interface. At the top, it indicates '4 / 4' reviews completed. Below this, there are navigation buttons for 'Home', 'Review Summary', and 'Instructions'. A large '100%' is displayed with 'Reviews Completed' underneath. A 'Save Review' button is visible. A section titled 'Outside My Area of Expertise Or Conflict of Interest' contains a checkbox and explanatory text. At the bottom, a 'Screener Flag or Leader Recommendation' dropdown menu is highlighted with a red box, showing 'No Flag Needed' as the selected option.

- **(For Committee Use Only) Accept**
- **No Flag Needed**
- **(For Committee Use Only) Reject**
- **Flag – Too Commercial**
- **Flag – Incorrect Format**
- **Flag – Company Name Included in Text**
- **Flag – Author Name Included in Text**
- **Flag – Acknowledgement Included in Text**
- **Flag – Table/Chart Included in Text**
- **Flag – Includes Unreferenced Previously Published Research**

Red Items for Abstract Screening Committee (ASC) Use Only!

Screeners: Blue Flags for Screener Use Only!

Screeners: If no Flag is needed, select “No Flag Needed”

**NOTE: Screeners are not considered part of the Abstract Screening Committee (ASC) in these instructions.**

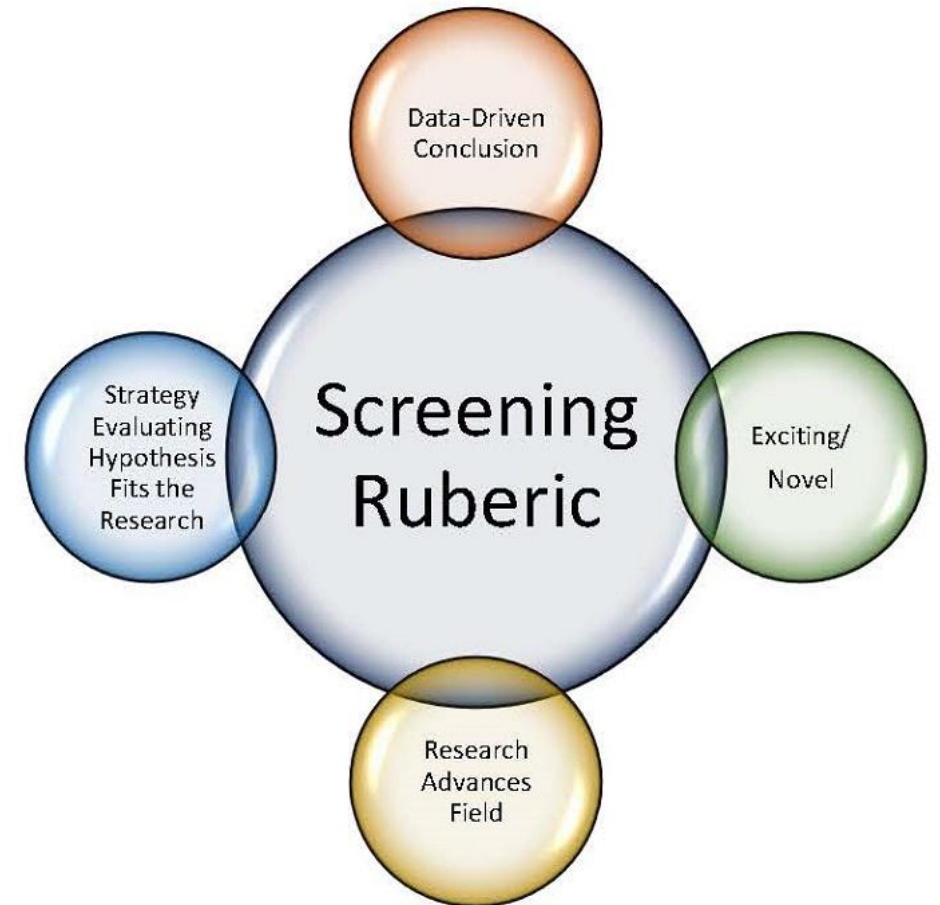
# Screener Flags in the Review Site Explained

- **(For Committee Use Only) Accept**
- **No Flag Needed**
- **(For Committee Use Only) Reject**
- **Flag – Too Commercial** = written as marketing literature promoting a product or service
- **Flag – Incorrect Format** = tables or charts are included in the Purpose, Methods, Results, or Conclusion, or photos uploaded in those sections; references are not a requirement for correct format
- **Flag – Company Name Included in Text** = company name is included in the Purpose, Methods, Results, Conclusion, or uploaded images and prevents the AAPS blind screening process
- **Flag – Author Name Included in Text** = Author name(s) included in the Purpose, Methods, Results, Conclusion, or uploaded images and prevents the AAPS blind screening process
- **Flag – Acknowledgement Included in Text** = acknowledgements included in the Purpose, Methods, Results, or Conclusion sections prevent the AAPS blind screening process
- **Flag – Table/Chart Included in Text** = Tables/charts/images must not be uploaded in the sections Purpose, Methods, Results, or Conclusion
- **Flag – Includes Unreferenced Previously Published Research** = previously published researched was used in the abstract, but no reference is included in the reference section

# Screening Rubric

**Screeners rate the abstract using a rubric that includes these questions:**

- 1) Is the Conclusion of the research data driven?
- 2) How exciting/novel will viewers find this research?
- 3) How well does this research incrementally advance its field?
- 4) How well does the author's selected strategy for evaluating the hypothesis suit the project?



# Screening Rubric

Each of the 4 questions will be rated from 0 – 3

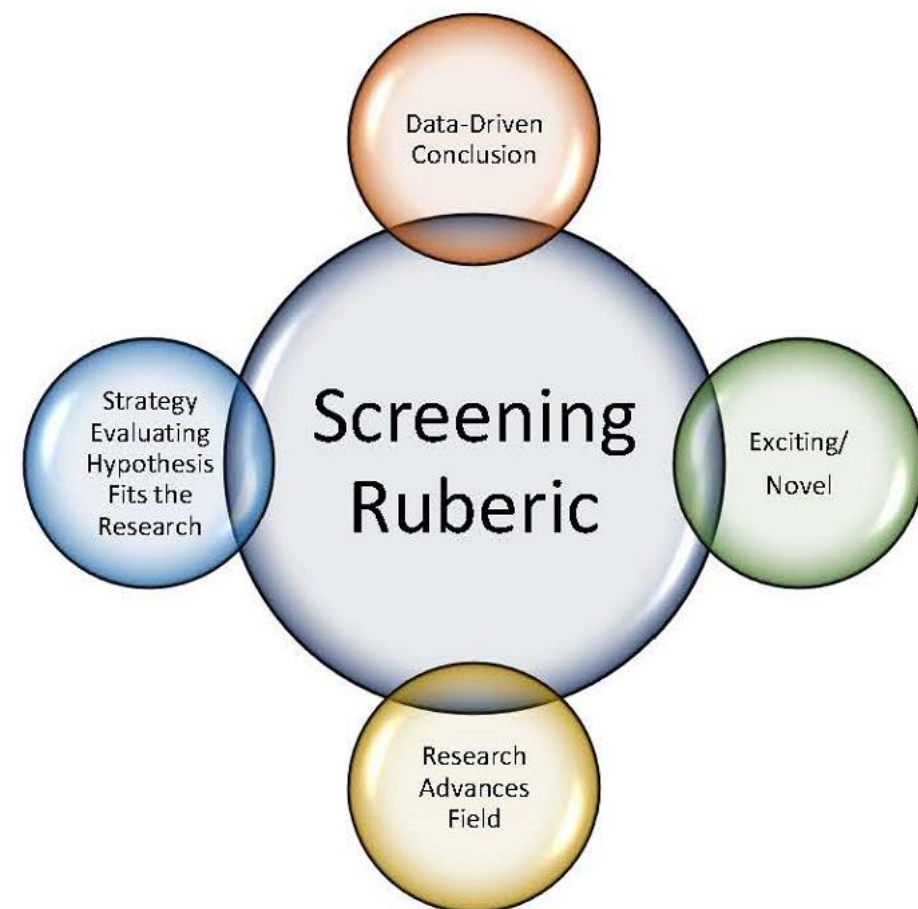
0 Score = No or None

1 Score = Little or Somewhat

2 Score = Yes or Good

3 Score = Yes or Best (Wow!)

Total Possible Score of 12



# Reasons for Rejection

**Reject any abstract that has one of these problems:**

- Lack of data.
- Acknowledgements were included in the abstract sections Purpose, Methods, Results, or Conclusion, preventing a blind review.
- Affiliation or company name(s) were included in the abstract sections Purpose, Methods, Results, or Conclusion, preventing a blind review (product names are permitted).
- Commerciality – the abstract is designed to sell a product or service.
- Inconsistent or ambiguous data.
- Reviews of literature.
- Lack of novelty or innovation.
- Stating that data or information will be included in the poster presentation.
- Unreferenced previously published research.
- Including previously published information in the research without citing the information in the abstract submission.
- Failure to follow format guidelines in the Purpose, Methods, Results, Conclusion, and References (references are not a format requirement)..
- Acknowledgements are optional and should not be viewable by screeners. If viewable by screeners, the abstract has an incorrect format.
- Failure to upload tables or charts as images as directed.
  - Tables and/or charts are not to be included in the text box for the Purpose, Methods, Results, or Conclusion.
  - Tables and/or charts must be uploaded as images.
- Failure to submit one strong abstract instead of several abstracts presenting the same work.

# Adding Comments

**Add comments to every abstract to document your decision.**

Comments help the Track Chair and Track Leader understand the reasoning for screeners' scores.

- Screeners cannot view other screener comments
- Comments are not permitted to suggest rewrites of the abstract
- Screener comments should be short in length

## **Sample Screener Comments:**

- Good abstract – recommend accept
- Not enough data to support the Conclusion
- Methods lack details

**When completing reviews, giving even general advice in the comments area on developing a poster is not permitted — it may be seen as giving an author an unfair advantage.**

# Reviewer Screening Timeline

**Early Submissions:** May 1-12, 2026, at 5PM ET

**Late Breaking Submissions:** July 24-August 4, 2026, at 5PM ET

**All Dates Subject to Change**

April 29 at 5PM ET	Author submission deadline for early poster abstract submissions
May 1	Screening assignments made—early submissions
<b>May 12</b>	<b>Screeener deadline to complete reviews—early submissions</b>
May 13	Site reopens for late breaking poster abstract submissions
July 22 at 5PM ET	Author submission deadline for late breaking poster abstract submissions
July 24	Screening assignments made—late breaking submissions
<b>August 4</b>	<b>Screeener deadline to complete reviews—late breaking submissions</b>

# Questions?

## Email [HomrichT@aaps.org](mailto:HomrichT@aaps.org)

**AAPS** presents exciting and valuable scientific posters each year with the help of our volunteers.

Thank you for sharing your time and expertise!

Teresa Homrich,  
Abstracts & Posters Manager  
[homrichT@aaps.org](mailto:homrichT@aaps.org)