

# 2024 ACVO Instructions: Abstract Preparation, Submission, and Presentation

## Call for Papers is open annually from March 1 - May 1, 2024

1. **COPYRIGHT TRANSFER:** The required e-signature of the first (presenting) author on the online abstracts submission form, who is acting as the agent for all co-authors, agrees to the transfer of the copyright to the American College of Veterinary Ophthalmologists (ACVO). If the abstract is part of the work involving official duties of an officer or employee of the U.S. Government, it is considered public domain. If said abstract is later deemed copyrightable, all copyright ownership of the abstract will be conveyed to the ACVO.

2. **SCIENTIFIC ABSTRACT FORMAT:** Abstracts must be printed on one side of a single sheet of paper with 1-inch margins at the top and sides, 3-inch margin at the bottom. **Note that this corresponds to a printed text area of no greater than 6.5 x 7 inches. If a paper size different than 8.5 x 11 inches is used, the printed text area must not exceed 6.5 x 7 inches (16.5 x 17.7 cm).** Abstracts not meeting these space requirements for printed text will not be considered further.

**TEXT MUST BE 12-POINT ARIAL FONT.** Construct the body of the abstract as follows:

- TITLE in upper case.
- (Enclose in parentheses each author's first initial, middle initial, with no periods after the initials, full last name, each author separated by commas, beginning with the first presenting author). Underline the name of the primary (or presenting) author.
- Institutional affiliations separated by semicolons.
- A blank line.
- Abstract of research listing must use the following named titles, bolded and underlined: **Purpose. Methods. Results. Conclusions.** Titles to be followed by a period.
- Following Conclusions, list funding sources and grant number(s) if applicable.
- Following funding sources, **it is required that the abstract cite one of the five following designations regarding any conflicts of interest by any of the authors:**

- P (financial interest in product, process of equipment or interest in potentially competing product)
- I (investor in company, process, or product)
- E (employee of involved company)
- C (compensation or support received within the past three years of product presented)
- None (no financial interest or conflict).

### **SCIENTIFIC ABSTRACT EXAMPLE:**

EFFECTS OF TOPICAL ATROPINE ON PUPIL SECLUSION FOLLOWING EXPERIMENTAL LENS EXTRACTION (JP Smith,<sup>1</sup> DJ Jones, <sup>2</sup> and BW Yates  
<sup>1</sup>) College of Veterinary Medicine, University of Glasgow;<sup>1</sup> Department of Ophthalmology, Yorktown School of Medicine.<sup>2</sup>

**Purpose.** Concisely indicate the objective of the study, including the specific question the study was intended to address. **Methods.** The methods should include a description of the study design, all methods used, a description of the subject population, and the statistical methods used. **Results.** The results should contain an objective presentation of the data. **Conclusions.** An interpretation of the meaning and significance of the results. Supported by NIH grants EY 42743. **None.**

3. **SCIENTIFIC ABSTRACT CONTENT:** Abstracts must have data in the results section. Statements such as "results will be presented" are not acceptable. All abstracts that involved live animals must follow [ARVO guidelines](#) or be IACUC approved. For studies involving client-owned animals, presentations must follow the [FDA guidelines on owner informed consent](#) and have the approval of a [Veterinary Clinical Studies Committee](#) or IACUC and must conform to the state and national veterinary practice acts on the consent and use of medical data. Please review the [Guidelines for Ethical Research in Veterinary Ophthalmology](#).

#### 4. SCIENTIFIC ABSTRACT SUBMISSION:

**Completed abstract and submission forms must be received by 5:00 pm Eastern Standard Time, Wednesday, May 1, 2024, via online submission.**

Late abstracts will not be accepted. The following items must be received as listed by this date:

- Complete the online abstract submission form by the deadline.
- **Note:** a 2-4 page Curriculum vitae for the presenting author is required to submit the abstract.

Attach the finalized abstract in a **PC VERSION** of Microsoft Word. (no PDFs, no Mac files, and no graphics)

**5. ABSTRACT ACCEPTANCE/SCHEDULING:** The presenting author will be notified of acceptance of the abstract by email by late July. A list of accepted papers/posters and the program schedule will be listed on [www.ACVOconference.org](http://www.ACVOconference.org) website at least one month prior to the conference.

**Note:** An abstract exceeding 250 words (applies to the body of the abstract, not the title, author(s), or affiliations) may constitute prior publication and preclude review of the paper by scientific journals, including JAVMA/AJVR/VO. It is recommended that submissions do not exceed this limitation. Please check with the appropriate journal regarding their restrictions. This statement serves as notice to anyone submitting an abstract to the ACVO, this is a publication requirement.

#### 6. ALL PODIUM PRESENTATIONS WILL BE

**PRESENTED IN-PERSON:** Podium presentations are scheduled for a TOTAL of 15 minutes including any time you wish to include for questions from the audience. **Speakers must prepare their presentations using PowerPoint ONLY in a PC friendly format. Switching out computers will not be allowed.** When preparing the presentation, use at least **size 20 font** with a simple style. Use large type and less detail for tables, charts, diagrams and graphs. Avoid the use of blue-green and magenta-violet, which may appear gray to your color-blind colleagues. Type in yellow, orange, and red can also be difficult to see on a white background. Keep a consistent background color for all of your slides. Your affiliations can be a

part of your slide template, or projected on or after the title slide, but cannot be flashed on screen between slides. All presenters must use audio/visual equipment provided. No other visual format will be available.

#### 7. IN-PERSON POSTER PRESENTATION

**GUIDELINES:** Poster presentations may be displayed Thursday, Friday, and/or Saturday. The Planning Committee will make assignments. Authors of posters will be required to place their posters before breakfast on their assigned day and stand beside their posterboard at a selected time to be announced. Posterboard dimensions for image area are no larger than 1.1 meters (3'8") H x 1.7 meters (5'6") W\*.

Poster materials may not extend beyond the image area. Posters that require more space than what is described in this document will not be allowed to hang their posters at the meeting. A suggested format for posters can be found in this [video](#), but this format is not required.

The video says to create a QR to link to the "paper." That assumes the paper is both written and published. The QR code is optional, and an additional paper is not needed or required.

**8. CASE REPORT GUIDELINES:** In general, single case reports describing observations in an animal will not be considered unless the report makes a substantial contribution to ophthalmic knowledge (important mechanistic insights, illuminate a novel principle or technique, or describe a newly recognized disease or important variation or increased depth of understanding of a recognized disease) and is not merely additive to the existing literature.

**CASE DESCRIPTION.** (signalment and brief history)  
**CLINICAL FINDINGS.TREATMENT AND OUTCOME.**  
**CLINICAL RELEVANCE.**