

# Society of Toxicology

## Abstract Submission Guidelines and Instructions

Please follow these carefully prepared Abstract Submission Guidelines and Instructions in order for your abstract to be considered by the Scientific Program Committee. **Abstracts not conforming to the criteria described below may be subject to rejection.** The SOT Headquarters office will not be held responsible for any errors in your submission. **Please submit your abstract only one time. Acceptance of the abstract by the Committee obligates the author to present the paper.**

### Submission Dates and Instructions:

- The Scientific Program Committee requires electronic submission of all abstracts. The deadline to submit an abstract is October 3<sup>rd</sup> in any calendar year. The fee for submission is \$50.00. The system is designed for those who will be paying their abstract fee by credit card and who have access to the internet. All submissions can be entered until 11:59 PM (Eastern Time) on October 3<sup>rd</sup>. Access to the Abstract site can be achieved through the SOT home page ([www.toxicology.org](http://www.toxicology.org)). Simply go to the home page and select the 51<sup>st</sup> Annual Meeting menu option. Click on the Abstract Submission link and you will be directed to the on-line system. Just follow the instructions and on screen prompts to complete your submission.
- If there are opportunities for the submission of late-breaking abstracts additional information will be available from SOT Headquarters.
- A confirmation/receipt page is provided on-line; please print a copy for your records.
- Written notification of withdrawal of an abstract must be received at SOT Headquarters by **October 10, 2011**, prior to review by the Scientific Program Committee. Abstracts may not be changed or withdrawn once accepted by the Scientific Program Committee. If circumstances prevent attendance, the author must arrange for the paper to be given by a substitute. **Acceptance of the abstract by the Committee obligates the author to present the paper and pay the meeting registration fee.**
- A "receipt of abstract" notice will be sent via e-mail to the contact author once the abstract has been processed.
- You will receive your acceptance notice and session instructions in early-December. The complexity of the program planning process prevents any changes in the type of session, time, or location of presentation. There are no exceptions. PowerPoint presentations that are PC compatible are required for platform presentations.

### Authorship/Sponsorship Guidelines:

- Authors are permitted as first or presenting author on only one abstract for the meeting, which includes **invited presentations** for scientific sessions. If you are submitting an abstract as an invited speaker, you must identify a colleague who can present your work. There is no restriction to the number of co-authorships or sponsorships.
- The SOT Scientific Program Committee reserves the right to require consolidation of multiple abstracts submitted from a single study. Each abstract selected for the program must be presented by the first author.
- Abstracts submitted by **non-members** must be sponsored by a full or associate SOT member. By sponsoring the abstract, the sponsor acknowledges that the research has been done according to the SOT Code of Ethics.
- SOT members may sponsor an unlimited number of abstracts.

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### Content Rules and Guidelines:

The Scientific Program Committee reviews each abstract that is submitted. The scientific quality of the abstracts presented contributes substantially towards making the SOT Annual Meeting the leading international forum for new toxicologic research. As such, there is a minimum standard for abstract acceptance. While rejection is always unfortunate, abstracts are archived materials that are often cited as publications and the quality of the science presented at the Annual Meeting is paramount. The following guidelines apply:

1. The abstract cannot be more than 2,300 total characters. This includes the title, body, author last name, institutions and spaces.
  2. The abstract may not contain tables, figures or chemical structures.
  3. Define all non-standard acronyms.
  4. All presenters for programmed abstracts agree to accept the assigned time slot.
  5. All presenters are responsible for registering for the Annual Meeting and paying the registration fee.
- **Abstracts describing the results of experimental studies must answer two questions: “What was done?” and “What was found?”** Abstracts **must** contain the following:
    1. A statement of the rationale and scope of the study presented;
    2. A brief description of the experimental procedures;
    3. The data that resulted from the study; and
    4. Principal conclusion(s) based on interpretation of the results.
  - Test compounds utilized in the study should be identified in the abstract. In cases where the length of the proper chemical name precludes its use, a manufacturer’s identification number, etc., may be acceptable, provided the structure and chemical identity of the compound is included in the presentation. Abstracts will not be accepted if the authors are unable to disclose the chemical identity of the compound(s) used in the study.
  - Phrases such as "results/data will be discussed" convey no information as to the outcome of the studies and are unacceptable.
  - All animal experimentation must be carried out in accordance with the Society's criteria for the care and use of animals in research.
  - All abstracts submitted with human testing require that IRB protocol has been followed and approval obtained.
  - **In the case of studies that do not describe laboratory or field experiments, such as reports on educational, ethics, legal, or social initiatives, all the guidelines above apply with the following modifications:**
    1. Instead of experimental procedures, the research or assessment approach should be briefly described
    2. And, instead of resultant data, the study’s results or findings should be summarized explicitly
    3. These abstracts must clearly articulate the implications for stakeholders
  - Abstracts describing new initiatives or science policy in the regulatory community must clearly describe the impact on practice of toxicology and/or risk assessment.
  - Care should be taken to clearly distinguish between statements based on documented facts vs. opinions. Literature surveys or reviews and background materials are insufficient in and of themselves.

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### Category List

The general submission categories listed below are one tool used by the Scientific Program Committee to program abstracts. All abstracts are reviewed and may be programmed into sub-categories in the creation of Annual Meeting sessions. This list, which is available within the submission site, is current as of July 2011. It is subject to change without notice.

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Alternatives to Mammalian Models	Endocrine Toxicology	Neurotoxicity, Developmental
Animal Models	Epidemiology	Neurotoxicity, General
Autoimmunity	Epigenetics	Neurotoxicity, Metals
Bioinformatics	Exposure Assessment/Biomonitoring	Neurotoxicity, Pesticides
Biological Modeling	Food Safety/Nutrition	Oxidative Injury and Redox Biology
Biomarkers	Gene Regulation	Persistent Organic Pollutants (POPs)
Biotransformation/Cytochrome P450	Genotoxicity/DNA Repair	Pesticides
Carcinogenesis	Global Issues	Pharmaceuticals
Cardiovascular Toxicology/Hemodynamics	Hypersensitivity	Pharmacogenomics/Genetic Polymorphisms
Cell Death/Apoptosis	Immunosuppression	Receptors
Chemical and Biological Weapons	Immunotoxicity	Regulation/Policy
Children's Health/Juvenile Toxicity	Inflammation and Disease	Reproductive Toxicology
Computational Toxicology	Inhalants and Cardiopulmonary	Risk Assessment
Developmental Basis of Adult Disease	Kidney	Safety Assessment: Non-Pharmaceutical
Developmental Toxicology	Liver	Safety Assessment: Pharmaceutical
Disease Prevention/Clinical and Translational Toxicology	Medical Devices	Signal Transduction
Disposition/Pharmacokinetics	Metals	Skin
Ecotoxicology	Mixtures	Stem Cell Biology and Toxicology
Education, Ethics, Legal & Social Issues	Nanotoxicology	Transcript 'Omics
	Natural Products	
	Neurodegenerative Disease	