

# 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 49<sup>th</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.
- 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, 2009**, 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 Abstracts may not be changed or withdrawn once accepted by the Scientific Program Committee.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 late-November. 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. 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.

### 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:

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- The abstract cannot be more than 2,300 total characters. This includes the title, body, author last name, institutions and spaces.
- The abstract may not contain tables, figures or chemical structures.
- **Abstracts describing the results of experimental studies must answer two questions: "What was done?" and "What was found?"** Abstracts **must** contain the following:
  - ❖ a statement of the rationale and scope of the study presented;
  - ❖ a brief description of the experimental procedures;
  - ❖ the data that resulted from the study; and
  - ❖ 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. In the case of studies that do not describe laboratory or field experiments, all the guidelines above apply with the following modifications:
  - ❖ instead of experimental procedures, the research or assessment approach should be briefly described, and
  - ❖ instead of resultant data, the study's results or findings should be summarized explicitly
- Abstracts describing new initiatives or science policy in the regulatory community must clearly describe the impact on the practice of toxicology and/or risk assessment.
- Literature surveys or reviews and background materials are insufficient in and of themselves.
  - ❖ Define all non-standard acronyms.
  - ❖ 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.
  - ❖ All abstracts submitted will accept assigned time slot.
  - ❖ All presenters are responsible for registering for the Annual Meeting and paying the registration fee.

### Category List

The general submission categories listed below are one tool used by the Scientific Program Committee to group abstracts. All abstracts are reviewed and may be grouped into sub-categories for sessioning purposes. This list, which is available in the submission site, and current as of June 2009, is subject to change without notice.

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Alternatives to Mammalian Models	Biomarkers	Chemical and Biological Weapons
Animal Models	Biotransformation/Cytochrome P450	Children's Health/Juvenile Toxicity
Autoimmunity	Carcinogenesis	Computational Toxicology
Bioinformatics	Cardiovascular Toxicology/Hemodynamics	Developmental Basis of Adult Disease
Biological Modeling	Cell Death/Apoptosis	Developmental Toxicology

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Disposition/Pharmacokinetics	Inflammation and Disease	Persistent Organic Chemicals (POPs)
Ecotoxicology	Inhalants and Cardiopulmonary	Pesticides
Education and Ethics	Kidney	Pharmaceuticals
Endocrine Toxicology	Liver	Pharmacogenomics/Genetic Polymorphisms
Epidemiology	Metals	Receptors
Epigenetics	Mixtures	Regulation/Policy
Exposure Assessment/Biomonitoring	Nanotoxicology	Reproductive Toxicology
Food Safety/Nutrition	Natural Products	Risk Assessment
Gene Regulation	Nervous System	Safety Assessment: Non-Pharmaceutical
Genetic Polymorphisms	Neurodegenerative Disease	Safety Assessment: Pharmaceutical
Genotoxicity/DNA Repair	Neurotoxicity, Developmental	Signal Transduction
Hypersensitivity	Neurotoxicity, Metals	Skin
Immunosuppression	Neurotoxicity, Pesticides	Stem Cell Biology and Toxicology
Immunotoxicity	Oxidative Injury and Redox Biology	Transcript 'Omics