Abstract Submission Deadline: By 5:00pm Pacific Standard Time (PST), Friday, December 15, 2017

**ASNR Online Abstract Submission Instructions**

Abstracts submitted for the ASNR 56th Annual Meeting are peer reviewed and prepared for the Meeting App and the electronic Proceedings and other electronic media, as submitted online. All abstracts must be submitted following these instructions and formatting specifications to meet ASNR publication standards. Compliance will ensure the most professional presentation of the submitter’s materials.

**SUBMITTER RESPONSIBILITIES:**

Submitting authors are responsible for:

- Completing or updating Submitter Profile. Users will need to create an account. (Disclosure is submitted once, then completed.)
- Correct entry of all abstract text and data including correct spelling of author names and institutions.
- Proofreading for spelling and typographical errors.
- Reporting off-label use of a product or procedure being presented in an abstract (See Additional Information section of submission site).
- Reporting financial disclosure information for all authors (See Financial Disclosure questions in Additional Information section of submission site).
- Updating changes in presenting author, author contact information, email, or mailing addresses may be made prior to the submission deadline. NO changes to the author block or abstract may be made after the submission deadline Friday, December 15, 2017. Any requests will need to be submitted in writing to vgeisendorfer@asnr.org following submission deadline.
- At least one author must register for the ASNR 56th Annual Meeting at the appropriate fee for accepted abstracts to be presented. ASNR does not provide any honorarium or reimbursement of travel expenses for abstract presenters.
- Submitting an abstract, allows ASNR to reproduce the information for the ASNR Proceedings; which is made available electronically to registered meeting attendees. When an abstract is accepted for presentation, ASNR will provide registered meeting attendees final presentations for some presentation categories (Educational Exhibit Posters, Electronic Educational Exhibits, Excerptas and Electronic Posters, Turbo Talks, and Orals).
- Ensure that abstract submission and presentation at the meeting maintain patient confidentiality in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and U.S. Department of Health and Human Services regulations implementing this act. For inquiries about this policy, contact vgeisendorfer@asnr.org.

**SOFTWARE REQUIREMENTS FOR ONLINE SUBMISSION:**

For submitting an abstract, use: Internet Explorer 10+, Google Chrome 50+, Mozilla Firefox 44+, Safari 7+ or Opera 38+. All operating systems and web browsers must be enabled to support TLS 1.1. Visit SS Labs, https://www.ssllabs.com/ssltest/viewMyClient.html, to confirm your web browser of choice supports TLS 1.1 or higher protocol.

The ASNR Online Abstract Submission site allows uploading of files into the system for instant conversion. After submitting final submission online, the author will have the opportunity to see the abstract in its entirety.
FORMATTING REQUIREMENTS FOR ONLINE SUBMISSION:
All abstracts must meet the following formatting requirements:

**Style:**
- Use upper and lower case.
- Set each heading in bold type.
- Keep acronyms and abbreviations to a minimum. When used, they should be **spelled out** at first mention and followed with the acronym or abbreviation in parentheses.
- Do not use all capital letters for trade names.
- Symbols should be typed, as they should appear.
- Numbers at the beginning of a sentence should always be spelled out.

**Title:** *Abstract Title*
- Enter complete title in the Title section of the online site only.
- Do not enter the title in bold or include it when entering the body of the abstract.

**Subject Category:** Used to determine placement in the meeting
- The topic category selected will be considered the category for placement.

**Author Block:** List of abstract authors and their institutions
- Enter all information exactly as you want it to appear in print.
- Author names should have first letter capitalized and the remainder in lower case.
- Institutions, cities, states and/or countries should be spelled out. **Do not** use abbreviations.
- Enter only one institution when entering Author Contact information.

**IMPORTANT!**
For accepted abstracts, if the presenter is someone other than the submitter, the presenter may be changed at a later date.
Cornelius G. Dyke Memorial Award

**History & Eligibility**

This award was established to honor Cornelius G. Dyke, MD, one of the pioneers in Neuroradiology, and is given to an **assistant professor, fellow or resident** for excellence as demonstrated in a paper, which represents original, unpublished research in some aspect of Neuroradiology.

In addition to a new paper submitted for the Annual Meeting, the Cornelius G. Dyke Memorial Award is open to manuscripts submitted to the American Journal of Neuroradiology (AJNR) and/or published since January 1, 2016. Authors must submit an abstract (no manuscripts should be submitted at this time)

**The Cornelius G. Dyke Memorial Award includes:**

- A $2,500 honorarium
- Invitation to present the work at the ASNR 56th Annual Meeting in April 2018
- Complimentary registration for the ASNR 56th Annual Meeting in April 2018
- Round-trip coach travel to Vancouver, BC, Canada, two nights lodging and meals (meals reimbursement of up to $75 per day for up to 2 nights)
- Announcement in the *American Journal of Neuroradiology* (AJNR) and posting on the ASNR website

**Application Deadline:**

To be considered for the award, submit an abstract electronically to the ASNR office by 5:00pm Pacific Standard Time (PST), Friday, December 15, 2017. This award is open to manuscripts submitted to the AJNR and/or published since January 1, 2017.

**Instructions for applying for the Cornelius G. Dyke Memorial Award:**

Submit an abstract…the online abstract submission site, can be found at [2018.asnr.org](http://2018.asnr.org), the ASNR 56th Annual Meeting website.

* No manuscript should be submitted at this stage. Following review of the abstracts, the Headquarters office will request a manuscript for the highest-ranking abstracts.
ASNR Online Abstract Submission Instructions

Off-Label Use and Financial Disclosure Statements:  
(Complete once, then done!)
- All submitters are required to answer the ASNR Off-Label Use and Financial disclosure questions.
- Those with something to disclose must provide the following information:
  
  **For Off-Label Use:** Product names and manufacturer and off-label use being presented.
  
  **For Financial Disclosure:** Author name, name of company and nature of financial relationship 
  (Use relationship text choices provided in the online submission site/required to list relationship)

Abstract:
- Abstracts may be a maximum of 300 words in length not including the title or author listing (*10 characters is considered a word*). A table may be submitted as graphic image.
- Only one graphic file with a maximum of four (4) images is permitted.
- Set all text as flush left, unjustified, and wrapping text as you type. Press Return to begin a new paragraph.
- The completed abstract will automatically be converted to Times New Roman font for text and Symbol font for symbols (DO NOT USE A THIRD-PART SYMBOL FONT!). *Other symbol fonts will not be accepted.*
- The abstract **MUST** be presented in the following sequence using these headings for Scientific Paper (Oral Presentation) and Scientific Poster (Print Format). The first letter of these headings should be capitalized.

For Scientific Paper (Oral Presentation) and Scientific Poster (Print or Electronic Format).
1. Purpose
2. Materials & Methods (Please use the ampersand symbol)
3. Results
4. Conclusion

For Educational Exhibit Poster (EdE) (Print Format) and Electronic Educational Exhibit (eEdE).
1. Purpose
2. Approach/Methods (use/in-between)
3. Findings/Discussion (use/in-between)
4. Summary/Conclusion (use/in-between)

For Excerpta (E) and (Oral) and (Turbo Talks)
1. Purpose
2. Case Report
3. Imaging Findings
4. Summary

References:
- Up to five (5) references will be accepted.
- References should be formatted as described in the author instructions of the American Journal of Neuroradiology (AJNR).

Entering Tables:
- Table is permitted as a graphic file only.

Graphic Image Formatting Requirements:
- Only one (1) graphic file with a maximum of four (4) images is permitted.
- Only black & white graphics should be submitted.
- Only jpeg and gif formats can be accepted.
- A submitted graphic should be 300 dpi or higher.
- The size of the original should be 3 inches by 3 inches. Larger images will be reduced during the printing process which may affect the quality of the graphic when printed.

**IMPORTANT:** Graphics and tables will be saved at the end of an abstract and will be printed there unless moved to another location in the abstract.

**Proofreading, Editing and Changes:** A copy of the completed abstract may be viewed by clicking on **Review my work** or **Preview Abstract**.
ASNR Online Abstract Submission Instructions

- Proofread carefully for factual, spelling, and graphic size errors. If selected for presentation, the abstract will be published exactly as shown in the online system confirmation.
- Corrections, edits and changes can be made to submitted abstracts until 5:00pm Pacific Standard Time (PST) on Friday, December 15, 2017 by scrolling down to the Abstract Content section. ASNR will edit accepted abstracts for style prior to publishing.
- NOTE: Revisions to abstracts cannot be made online after the Friday, December 15, 2017 submission deadline. After the submission deadline, submit any presenter, email or address requests in writing to Valerie Geisendorfer, Senior Manager of Scientific Meetings via email at vgeisendorfer@asnr.org or by fax to 630-574-0661.

For Assistance:

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<th>Policy and Procedure Questions</th>
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| **Contact:** Valerie Geisendorfer, CMP  
ASNR Senior Manager of Scientific Meetings  
Phone: 630-574-0220, ext 228  
Fax: 630-574-0661  
Email: vgeisendorfer@asnr.org | **Contact:** ASNR Abstract Management Vendor  
Attendee Interactive, LLC  
Phone: 410-480-5224 or for those international call: 888-480-2031  
Email: aisupport@attendeeinteractive.com |

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Technical Assistance:
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Attendee Interactive, LLC  
Phone: 410-480-5224 or for those international call: 888-480-2031  
Email: aisupport@attendeeinteractive.com