AMERICAN COUGH CONFERENCE CHECKLIST FOR ABSTRACTS

*This document has been modified for abstract presenters from a document provided by Springer Nature, the publisher of *LUNG*, entitled "Checklist for Meeting Abstracts."

1. Abstracts: Abstracts should be structured to include in bold font: Background, Methods, Results, Conclusions, Keywords, Disclosures, References. Please note that due to formatting requirements and evaluations and revisions prior to journal submission may be made.

Note on Disclosures: All authors are responsible for recognizing and disclosing any conflict of interest that could be perceived to bias their work, making known all financial support, grants, and any other personal connections. Biographical descriptions should be avoided but we do want transparency, delivered in a concise and full sentence.

2. Word count and format: Please limit abstracts to 400-words. Please do not include numbered lists, incomplete sentences, blurry or missing images, incorrect symbols, excessive use of jargon, nonstandard formatting and / or punctuation.

Titles: Abstract numbers and titles should be in a bold font and employ sentence caps. Please see the submission sample page at the end of this document in addition to the instructions below.

Authors: Ensure that the spelling is confirmed for all contributing authors. Author names should be included in the order they will appear in publication, given name followed by family name, with appropriate initial caps and separated by commas. Primary contacts or presenters may appear with an asterisk. Corresponding authors may include ORCID IDs (rather than email addresses), however these must be validated prior to submission. We require confirmation that all authors have agreed to publish emails for publication.

Affiliations: Affiliation numbers should be included even for abstracts with one or more contributors. Affiliations will include the primary employer or institution names (in English, not abbreviated), and location (city, state or province, country). Omit department names in affiliations (ie, school, lab, division, institute) to prevent duplication. Affiliations should be numbered sequentially in the order mentioned and not duplicated, and each affiliation must be assigned to an author.

Trademarks: Generic drug names are preferable to trademarked, brand-named drugs (for example, use acetaminophen as opposed to Tylenol, Johnson & Johnson Consumer, Inc., US). In all abstracts where brand or trade names are included the manufacturer names and locations are also required.

References: References and citations to previously published work should be avoided. Where cited and necessary it is acceptable to provide abbreviated references with the DOI or web links to sources. Where the DOI or web links are not available the references should conform to the Journal format for reference lists.

Tables and Figures: Ideally tables and figures should not be included for publication with abstracts. If essential, these should be sized to fit on the journal page, preferably in a single-column format (86mm and not wider than 178 mm or 3.5" to 7"). Equations may be handled as figures to ensure that correct alignments are maintained. Tables and figures are cited in abstracts but placed below the corresponding text and reference sections. Tables must be in editable text. Figures should be high-resolution without resizing (minimum 300dpi even if publishing online-only). Mentions of missing or low resolution tables and figures may be omitted.

Color (print only): All figures will be printed in grayscale regardless of what has been supplied, unless we are alerted to print selected figures in the 4-color process. Please refer to the costs outlined in the supplement contract.

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4. Peer review (required): The files should be final with all spelling, punctuation and grammar checks completed. Peer review and selections must also be completed prior to journal submission. However, the editor also requires an approval period to confirm journal standards are maintained. No new material may be added following the approval stage.

<u>**Submission Sample Page**</u>

Properties of the meeting abstract: Mystery elements explained

*[1]Given M Family, [2]Kong-sang (Jackie) Chan, [1,2]Victoria Von Waltz, [2]on behalf of RSMA workgroup

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Background: The Background includes what is already known and what is not known about the subject, and so describes the purpose for the presentation and aim of study. It is important here and throughout to avoid using acronyms or perpetuating misspellings and jargon from previous work.

Methods: The Method section will include details on how the study was carried out [1], such as sample sizes (and variations), source of sample if limited or defined by location, any requirements for inclusion, and duration of the study [2]. Generic drug names are preferable when describing dosage (for example, use acetaminophen as opposed to Tylenol, Johnson & Johnson Consumer, Inc., US) [3].

Results: The Results section should have detailed findings and comparisons summarized in complete sentences (see also Table 1 or Figure 1). The data will be used to define the Conclusion, which may be negative, or may not be significant. If all data cannot be shared and summarized in the limited space it may be helpful to deposit data in an open repository and focus on the primary purpose.

Conclusion: In addition to briefly summarizing the results, this section may also highlight new or unexpected results and advise on future studies. Statements may only refer to the author conclusions collectively and within a wider perspective rather than offering individual and subjective opinions.

Keywords: optional, consistently applied, relevant short phrases, limit of four.

Clinical Trial Registry: NCT12345678; https://clinicaltrials.gov

Data Deposition: https://dx.doi.org/00.0000/m0.figshare.000000.v1

References
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3. Program Name. Version XX. Company Name; 2016. Accessible: http://www.includethewebaddress.com
4. ABC Committee. *Guide for Authors*; 2016:1552-1554. https://www.springer.com/gb/authors-editors/authorandreviewertutorials/writing-a-journal-manuscript/figures-and-tables/10285530

Table 1. Caption and table should be included here.

SL Treatment *	Percentage	n
Therapy 1	32.4	712
Therapy 2	3.7	82
Therapy 3	75.7	-

* SL = Sour Lemon. Modified with permission from ABC Publisher, copyright 2016 [4].

Figure 1. Figure caption should be included here.