Procedure for ARIC Abstract Review

A week or more prior to submission of an abstract to a scientific session or conference, the author must submit the abstract for ARIC approval.

1. Once your proposed abstract has been read and approved by all co-authors it should be submitted as an email attachment to the ARIC Coordinating Center (CC) (aricpub@unc.edu). The text of the email should include the following:
   a. The name and contact information of the author who plans on presenting the abstract
   b. Title of the conference
   c. Date and location of the conference
   d. The deadline for submission to the conference
   e. The ARIC manuscript number in which the abstract pertains to

2. Upon receipt of your abstract, the CC will circulate it, via email, to the ARIC Publications Committee for review. The committee members will respond individually to the Chair of the Publications Committee with comments and responses, copying aricpub@unc.edu and aricjhu@jhu.edu on their response. The prescribed deadline for members to respond is typically one week. Note that response from the majority of the Publications Committee members will be sufficient when time or travel constraints limit the ability to get all member votes.

   If an abstract is from an already approved manuscript or the abstract has been previously reviewed by the Publications Committee (e.g., the author is submitting the abstract to a new conference), the abstract will receive an expedited review from the Chair or one other designated member of the Publications Committee only.

3. You will only hear back from the Publications Committee if your abstract is not approved, so if you have submitted an abstract for review, have not heard back from the committee, do not miss the conference submission deadline submit your abstract contingent on withdrawing it should the Publications Committee not approve it.

*Please note that submission of an abstract which can be withdrawn a month or more after the submission deadline is permissible. However, authors who submit an abstract without committee approval must withdraw the abstract if approval of the abstract as submitted is not granted by the ARIC study.