

**Assembly on Respiratory Structure and Function (RSF)**  
**Early Career Professionals Working Group**  
**Abstract Preparation Guide**  
**for submission to the American Thoracic Society (ATS) International Conference**

- **Start early and follow the guidelines.** It is worth investing time to produce a clear and concise abstract. Write in the simple past tense. Avoid words “I” or “my” since you present a result of a team work. Avoid jargon and multiple non-standard abbreviations. When using non-standard abbreviations, spell out fully at the first use with the abbreviation in parentheses. Standard abbreviations (i.e., DNA/RNA, DAPI, ELISA, EdU, H&E, etc) do not require the full spelling. The abstract body is limited to a total of 400 words divided in 4 sections: Rationale, Methods, Results, and Conclusions. Keep in mind that you aim to convey accurate scientific information. We also encourage you to submit negative data from well-designed and well-executed studies.
- **Include a hypothesis in the Rationale.** State why this work is important and/or what is the problem being addressed. Include a hypothesis or aim. Be brief—the methods and results sections are unique to your abstract and will need more words and detail.
- **Describe the methods with sufficient detail.** Briefly describe the materials used; one sentence will suffice. Elaborate on the experimental approach; 2-3 phrases to describe the specific steps in your study design and the techniques and analyses employed. Provide details if the methodology is unique/specific or if you submit a Descriptive/Method abstract. Remember to include specific details – type of cell-lines, drug concentrations, route of administration, duration of treatment, inclusion/exclusion criteria, statistical analysis, etc.
- **Summarize your results.** Present your results in a logical order that it is easy to understand the workflow of hypothesis-driven research; in this way, you will explain the step-by-step thought process that led to “the answer” to your research question. Always mention the effect size with proper error range (i.e. SEM, SD), sample size and the p-values (and the statistical test if space allows). Do not discuss, speculate, or compare your results with data in the literature; simply write the most important results that lead to the conclusion.
- **Clearly state your principal conclusion.** Make the conclusion one sentence or two at most. Make only one single, central point. The rest of the abstract serves to support that single point. The statement “Results will be discussed later” is not acceptable.
- **Consider including a table or figure.** A well-thought-out table or high-quality figure can help convey the story of your abstract significantly. Your abstract may include either a table or figure. If you choose to include either, make sure it is legible, the axes are easy to read, and the font is at least 9 points. An image cannot have more than one panel. The text in the table is **NOT** counted towards the total word limit of 400.
- **Write your title.** The title should adequately describe the contents using the fewest words. Keep in mind that key words in the title will be used to assign your abstract to a session. It will also help people interested in your field find your presentation more easily. Do not use abbreviations in the title.
- **Get feedback.** Beyond your co-authors and mentors, find colleagues who are not directly familiar with your topic and ask for their help to improve the abstract’s clarity and conciseness, as well as checking for spelling and grammatical errors.
- **Abstract submission.** Become an ATS member to save on the abstract submission fee. Abstracts are submitted via an online system. This does not need to be completed in one session. Check for co-author contact and affiliation information to avoid duplicates in the system. All abstracts **must specify Research Funding Source:** i.e., pharmaceutical firm, grant name and source, or other specific funding source. Compliance to this rule is an ATS prerequisite for review. Save a copy of abstract submission confirmation and/or abstract/tracking number for the future communication with ATS (i.e., if any errors with the abstract submission occur). Submit the abstract early.
- **Select an abstract category that best fits your science.** The classification, discipline, and sub-classification you choose determines which assembly’s Programming Committee will receive your submission and determines the format for your presentation (oral, poster presentation, etc). The RSF Programming Committee has expertise that spans the

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spectrum of RSF topics. Check out the list of [RSF classification and sub-classification combinations](#) and pick a sub-classification that best suits your work.

- **Eligibility for awards!** RSF offers abstract scholarship awards that can be used towards travel and/or registration costs. Awards are given based on abstract scores. **If you'd like to be considered, please select the appropriate box in the affirmation section of the online submission form.**

#### Sources and Additional Information

- Day, R.L., *How to write and publish a scientific paper*. 5 ed. 1998, Westport, CT: Oryx Press.
- Weitz, D. *Weitz-lab guide to good paper writing*. 2012.
- Ferreira, JC & Patino, CM. *Twelve tips to write an abstract for a conference: advice for young and experienced investigators*. J. Bras Pneumol. 2018. <https://doi.org/10.1590/S1806-37562018000000217>.

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