

AIDS 2014 Abstract Submission Guidelines Proposal

Important Dates

1 December 2013

Online abstract submission opens.

6 February 2014 – 23:59 Central European Time

Abstract submission closes. Abstracts will not be accepted after this date (except for late breakers).

24 April 2014

Late breaker abstract submission opens.

15 May 2014 – 23:59 Central European Time

Late breaker abstract submission closes.

Scientific Tracks

The 20th International AIDS Conference (AIDS 2014) welcomes submission of abstracts for original contribution to the field in the following scientific tracks:

- Track A: Basic and Translational Research
- Track B: Clinical Research
- Track C: Epidemiology and Prevention Research
- Track D: Social and Political Research, Law, Policy and Human Rights
- Track E: Implementation Research, Economics, Systems and Synergies with other Health and Development Sectors

Each scientific track is divided into a number of [track categories](#). All abstract authors are asked to choose a scientific track and a track category during the submission process.

Call for Abstracts

We encourage work that introduces new ideas and conceptualizations, research and understandings to the field, as well as analysis of both success and failure. Please read the following guidelines carefully before submitting your abstract:

- Abstracts can only be submitted online via the conference profile on our website www.aids2014.org; submissions by fax, post or email will not be considered.
- All abstracts must be written in English.
- It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact in the abstract text will be reproduced as typed by the author. Abstract titles will be subject to a spell check if the abstract is selected for presentation.

Late Breaker Abstracts

A small number of late breaker abstracts will be accepted to be presented orally or as posters at the conference.

Late breaker submissions must be data of unquestioned immediate significance. Data analyzed after the regular submission (6 February 2014) should not be sent in as late breakers if the data do not meet an extremely high threshold of scientific merit. The percentage of abstracts selected for late breakers will depend on the number of submissions, but selection will certainly be more rigorous than for regular abstracts.

During their submission, authors will have to declare the reason why their abstract is late breaker. The same submission rules apply for the late breaker abstracts as for the regular abstracts, but each presenting author may only present one late breaker abstract at the conference. The late breaker abstract submission will be open from 24 April to 15 May 2014.

2014 Towards an HIV Cure Symposium

Abstracts pertinent to HIV cure research can be considered for The Towards an HIV Cure symposium.

The same submission system is used for both the Towards an HIV Cure Symposium and the AIDS 2014 Conference. An optional tick box will appear in the submission form for all track categories pertinent to HIV cure research. Authors must indicate if they would like their abstract to be considered for the symposium and explain briefly how the abstract is related to cure research.

For further information on the symposium please visit:

www.iasociety.org/HIVCureSyposium2014.aspx

Questions

- For technical questions regarding the abstract submission system, please contact the abstract support team at abstracts@aid2014.org.
- Questions regarding the content of the abstract should be addressed to the Abstract Mentor Programme at mentor@aid2014org.
- Questions regarding the Towards an HIV Cure Symposium should be addressed to the Towards an HIV Cure team at hivcure@iasociety.org.

Policies for Abstract Submission

Copyright Policy

Abstracts should not include libelous or defamatory content. Material presented in abstracts should not violate any copyright laws. If figures/graphics/images have been taken from sources not copyrighted by the author, it is the author's sole responsibility to secure the rights from the copyright holder in writing to reproduce those figures/graphics/images for both worldwide print and web publication. All reproduction costs charged by the copyright holder must be borne by the author.

Resubmission Policy

An abstract which has been previously published or presented at a national, regional or international meeting can only be submitted provided that there are new methods, new findings, updated information or other valid reasons for submitting that can be provided by the author.

If preliminary or partial data has been published or presented, the author is required to indicate the details of the publication or presentation as well as the reasons for submitting the abstract to AIDS 2014. This information will be considered by the Scientific Programme Committee when making final decisions.

If the author neglects to indicate the details of when and where the preliminary or partial data has been published or presented, and the reasons for resubmitting (new methods, new findings,

substantially updated information or other valid reasons), and if evidence of previous publication or presentation is found, the abstract may be rejected.

Plagiarism

The conference organizers regard plagiarism as serious professional misconduct. All abstracts are screened for plagiarism and when identified, the abstract and any other abstracts submitted by the same author are rejected. In addition, the submitting author's profile and scholarship application, in the case one has been submitted, will also be cancelled.

Co-Submission

AIDS 2014 may negotiate co-submission of abstracts to certain affiliated independent events. Check the [co-submission page](#) for updated information.

Ethical Research Declaration

The conference supports only research that has been conducted according to the protocol approved by the institutional or local committee on ethics in human investigation. Where no such committee exists, the research should have been conducted in accordance with the principles of the [Declaration of Helsinki of World Medical Association](#). The AIDS 2014 Scientific Programme Committee may enquire further into ethical aspects when evaluating the abstracts.

Conference Embargo Policy

In the case of IAS 2013, as well as most scientific/medical conferences, all conference abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of the embargo variations for different types of abstracts is available on the [AIDS 2014 Conference Embargo Policy page](#).

Abstract Submission Process

Conference Profile

Before submitting an abstract, authors must create a conference profile. More than one abstract can be submitted through the conference profile. After an abstract has been created, modifications can be made until the submission deadline.

The final deadline to submit the abstract is **6 February 2014, 23:59 Central European Time**.

Choosing a Track Category

The track category is the general heading under which the abstract will be reviewed and later published in the conference printed matters, if accepted. The track category which best describes the subject of the abstract should be chosen. During the submission process, you will be asked to select one track category for your abstract.

Abstract Structure

The Conference offers two options for abstract submission:

Option 1

Suited for research conducted in all disciplines. Abstracts submitted under the first option should contain concise statements of:

- **Background:** indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analyzed or evaluated.
- **Methods:** describe the study period / setting / location, study design, study population, data collection and methods of analysis used.
- **Results:** present as clearly and in as much detail as possible the findings / outcome of the study. Please summarize any specific results.
- **Conclusions:** explain the significance of your findings / outcomes of the study for HIV prevention, treatment, care and / or support, and future implications of the results.

The following review criteria will be used in scoring abstracts submitted under option 1:

- 1) Is there a clear background and justified objective?
- 2) Is the methodology/study design appropriate for the objectives?
- 3) Are the results important and clearly presented?
- 4) Are the conclusions supported by the results?
- 5) Is the study original, and does it contribute to the field?

Option 2

Suited for lessons learned through programme, project or policy implementation or management. Abstracts submitted under the second option should contain concise statements of:

- **Background:** summarize the purpose, scope and objectives, of the programme, project or policy.
- **Description:** describe the programme, project or policy period / setting / location, the structure, key population (if applicable), activities and interventions undertaken in support of the programme, project or policy.
- **Lessons learned:** present as clearly and in as much detail as possible the findings / outcomes of the programme, project or policy; include an analysis or evaluation of lessons learned and best practices. Please summarize any specific results that support your lessons learned and best practices.
- **Conclusions/Next steps:** explain the significance of your findings / outcomes of the programme, project or policy for HIV prevention, treatment, care and / or support, and future implications of the results.

The following review criteria will apply to abstracts submitted under option 2:

- 1) Is there a clear background and justified objective?
- 2) Is the programme, project or policy design and implementation appropriate for the objectives?
- 3) Are the lessons learned or best practices important, supported by the findings and clearly presented?
- 4) Are the conclusions/next steps supported by the results and are they feasible?
- 5) Is the work reported original, and does it contribute to the field?

Disaggregated Sex and Other Demographic Data in Abstracts

Authors are encouraged to provide a breakdown of data by sex and other demographics such as age, geographic region, race/ethnicity, and/or other relevant demographic characteristics in submitted abstracts, when appropriate. Your abstract should include the number and percentage of men and women (and additional breakdown by gender and/or ethnicity if appropriate) that participated in your research or project, and results should be disaggregated by sex/gender and other relevant demographics. Analyses of any gender based differences or any other differences between sub-populations should be provided in the Results or Lessons Learned sections, if relevant.

Font

A standard font, e.g. Arial, should be used when formatting the text. This helps to prevent special characters from getting lost when copying the text to the online abstract submission form. Ensure to check the final abstract with the system's preview function before submission, and edit or replace as necessary.

Word Limits

The abstract text body is limited to 350 words. Titles are limited to 30 words.

A maximum of three tables and three graphs/images can be included: a graph/image (in JPG, GIF or PNG with ideally 600 dpi) counts as 50 words and a table counts as 10 words per row.

Common reasons for abstract rejection:

- Abstract poorly written

- Not enough new information
- Clear objective and/or hypothesis missing
- Linkage between different parts of the abstract not comprehensible
- Duplicate or overlap with another abstract
- Study/project/programme/policy too preliminary or insufficient to draw conclusions
- Study/project/programme/policy lack of originality

Reasons for abstract rejection - specific to Option 1:

- Methods (either quantitative or qualitative) inadequate and/or insufficient to support conclusions
- Summary of essential results inadequate and/or missing

Reasons for abstract rejection - specific to Option 2:

- Description inadequate and/or insufficient to support conclusions
- Lessons learned inadequate and/or missing

Recommendations

- Abstracts should disclose primary findings and avoid, whenever possible, promissory statements such as “experiments are in progress” or “results/lessons learned will be discussed”.
- If English is not your native language we recommend that you have your abstract reviewed by a native speaker before submission.
- The conference offers an Abstract Mentor Programme for less experienced submitters. Please see further information below.

Submission Confirmation

After submission of the abstract, a confirmation email will be sent to the abstract submitter. In order to receive confirmation, please ensure that emails from abstracts@aims2014-abstracts.org are not marked as spam by your e-mail provider.

Support Programmes

Abstract Mentor Programme

The goal of the AIDS 2014 Abstract Mentor Programme is to provide an opportunity for young and/or less experienced abstract submitters to have their draft abstracts mentored by more experienced authors before submitting their abstract to the conference.

Abstracts submitted by authors that have volunteered to be a mentor in the programme will not automatically be accepted. The same applies for abstracts submitted by authors that were mentored by the programme.

For more information please visit www.aims2014.org/abstract_mentor.aspx

Scholarship Application Process

Abstract authors interested in applying for a scholarship must complete a full scholarship application, available through your Conference Profile from 5 December 2013 to 13 February 2014.

For more information please visit www.aims2014.org/scholarships.aspx

Abstract Review and Selection Process

Abstract Review

All submitted abstracts will go through a blind peer-review process carried out by an international reviewing committee. Each abstract will be reviewed by at least three reviewers.

Abstract Selection

The Scientific Programme Committee makes the final selection of abstracts to be included in the conference programme. Abstracts can be selected for oral presentation in oral abstract sessions or to be presented as a poster. A small number of highest-scoring posters are selected for presentation in oral poster discussion sessions, whereas majority of the posters will be displayed in the Poster Exhibition.

Notification of Acceptance or Rejection to Corresponding Author

Notification of acceptance or rejection will be sent to the submitting (corresponding) author by mid-April. Please note that only the corresponding author will receive mail concerning the abstract and is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of their abstract.

Rule of Two

Each presenting author may present a maximum of two abstracts at the conference. The number of submissions is, however, not limited. Should an author have more than two abstracts accepted for presentation, a co-author must be named as presenting author for one or more abstracts.

Publication of Accepted Abstracts

Your abstract, if accepted, will appear in its full form in the abstract book, and/or on the Abstract USB stick, as well as on the conference and IAS websites. The Abstract Book and USB stick will be available for purchase for delegates upon registration.

Abstracts accepted for presentation may also be published as supplement to the *Journal of the International AIDS Society (JIAS)* and distributed onsite to conference participants.