

# 2018 Anesthesia History Association Annual Meeting Call for Abstracts

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The 2018 Anesthesia History Association Annual Meeting will be held at Chico Hot Springs Resort in Montana's Paradise Valley on April 12, 13, and 14, 2018. The meeting invites abstracts that relate in some manner to historical aspects of anesthesia and anesthesiology, including critical care and pain management. Abstracts that are accepted will be presented at the meeting as twenty-minute podium presentations. Copies will be distributed to meeting registrants, posted on the AHA website, and published in the *Journal of Anesthesia History*. All are welcome and encouraged to submit abstracts.

Abstracts should be composed in Microsoft Word and submitted as an electronic file that fits on a single page with one-inch margins when printed. All text should be in Times New Roman (as is this document). The abstract should be constructed with the title centered at the top of the page in 18 point bold followed by author information aligned at the left margin in 12 point bold including author name, degree, contact information and institutional affiliation. The body of the abstract should be in 12 point regular. Content should be structured to aid the reader in understanding the abstract material. This might include sections such as background, aim, resources, methodology, results, conclusions and references. Images, tables and graphs may be included but must be in black and white and fit within the page margins. References should be at the end of the abstract in 10 point regular.

Abstracts should be submitted electronically through the *Journal of Anesthesia History* website (<http://www.anesthesiahistoryjournal.org/>). Select the Submit Abstract button on the left of the home page which will redirect to the proper EVISE site. The submission must include:

- A Microsoft Word file containing the abstract content. The file name should include the first author's last name, followed by first name, followed by brief descriptor. For example, "Harrington Brian Postdural Puncture Headache.docx"
- A completed St. Francis Hospital and Medical Center Continuing Medical Education Disclosure of Commercial Support Form. This form can be accessed at [http://ahahq.org/AHA\\_Annual\\_Meeting\\_2018\\_Disclosure\\_of\\_Commercial\\_Support.pdf](http://ahahq.org/AHA_Annual_Meeting_2018_Disclosure_of_Commercial_Support.pdf). Note that the EVISE website will include an additional conflict of interest attestation.
- An abbreviated curriculum vitae (a single page that includes identification, degrees and institution, and academic affiliation is sufficient)

The abstract deadline is February 28, 2018 at 11:50 p.m. EST. Abstracts will be reviewed for acceptance on a rolling basis. Individuals submitting abstracts will be notified of the decision on abstract acceptance soon after the decision is made. All questions regarding abstracts should be addressed to the Abstracts Editor as noted above.

This document uses the same fonts and margins expected for abstract submissions.

## Step-by-step Instructions for AHA Abstract Submission

\*\* If you are having difficulties, please email Dr. Dave Waisel at [david.waisel@childrens.harvard.edu](mailto:david.waisel@childrens.harvard.edu) and put **AHA Abstract Submission** in the subject.

1. Go to the Journal of Anesthesia History web page (<http://www.anesthesiahistoryjournal.org/>) and select the grey button labeled “Submit AHA Abstract”

2. You will be taken to the EVISE login page. Look at the box in the middle of the page. If you have Elsevier credentials, use them here. If you do not, click “Register Now”, which is in blue and to the right of the bold “Login using your Elsevier credential”. Please register and sign in. Click on the “My Author Tasks” if the option is presented.

3. Click on “Start New Submission” in the blue box.

4. ENTER MANUSCRIPT INFORMATION page

a) See the dropdown menu labeled “Issue”. Select “Anesthesia History Association 2018 Meeting Abstracts”.

b) See the dropdown menu labeled “Article Type”. Select “Abstract” (which is the only option).

c) Complete “Full Title” box.

d) “Keywords” box is optional.

e) Under “Authors” (at bottom of page), add other authors as indicated.

f) Click “Save & Continue”.

5. UPLOAD FILES page

a) A pop-up will say “Journal of Anesthesia History operates a double-blind review policy. Verify that you have removed your details from the files provided for your submission including the file properties, before uploading them.” This is also written on the page. **THIS IS UNTRUE.** The review for the abstracts will be single blind (the reviewer will know the names of the authors). You do not need to make any changes to your submission. However, the “OK” button must be clicked before proceeding. Please click “OK”.

b) The titles of the submitted files must be less than 80 characters.

c) To upload files, click “Upload Files” and select file to be uploaded. File order is not relevant and File Name will be automatically filled; **you must select the File Type (See Section 5.e)**

d) St. Francis Hospital and Medical Center (Hartford, CT) is providing the CME certification for the meeting. It requires a specific Conflict of Interest statement available at [http://ahahq.org/AHA\\_St\\_Francis\\_Disclosure.pdf](http://ahahq.org/AHA_St_Francis_Disclosure.pdf). A link to the statement is available right above the “Upload Files” button. Download the statement, complete and sign it and scan the completed statement into an electronic file.

e) 3 Files should be submitted:

i. **For the Abstract use File Type: Manuscript.** Ignore instructions to exclude author details.

ii. **For the CV use File Type: Supporting File**

iii. **For the St. Francis Conflict of Interest use File Type: Conflict of Interest**

iv. Click “Save and Continue”

6. PROVIDE ADDITIONAL INFORMATION page

- a) Select Region of Origin from drop down list at top.
- b) If you see a “Suggest/Oppose Reviewers”, please ignore that.
  - i. Click “Save and Continue”

7. (NO NOTATION AT TOP) PAGE

- a) Click “Download PDF”
- b) Check PDF for accuracy
- c) Click “I have reviewed the PDF of my submission and approve it for consideration by the journal”
- d) Read and click “I have read and adhere to Ethics in publishing guidelines. The title, Ethics in publishing guidelines, is the link to the guide.

8. THANK YOU FOR SUBMITTING page: No action to take

9. Receive email confirming complete submission. Please note the email will say “We have received your manuscript for consideration for publication in Journal of Anesthesia History”. That is correct, because the abstracts are published in the Journal of Anesthesia History. It is also correct that you have submitted your abstract for the 2018 Anesthesia History Association Annual Meeting.