

# Abstract Submission, Rules & Regulations

## Western Association of Gynecologic Oncology (WAGO)



The information below outlines the rules and regulations for abstract submission to the Western Association of Gynecologic Oncology (WAGO) 2023 Annual Meeting.

Abstracts are selected on the basis of scientific merit and are allocated to Oral presentation in the General Session or Poster presentations through a blinded peer-review process. The WAGO Program Committee reserves the right to select the most appropriate forum for presentation.

### Author Eligibility & Requirements

1. WAGO Membership is not required for the presenting author or any co-author on the submission. All medical professionals who are a part of the women's cancer care team are eligible and encouraged to submit an abstract.
2. Expenses associated with the submission and presentation of an abstract or film are the responsibility of the presenter and are not reimbursed nor covered by WAGO.
3. Individuals with accepted abstracts will be asked to postpone publication of their manuscript in any journal until the conclusion of the Annual Meeting.

Abstracts selected for scientific presentations will be published in *Gynecologic Oncology*. For those authors wishing to submit manuscripts for publication in *Gynecologic Oncology*, its editors will make every effort to ensure that accepted papers are promptly published after the Annual Meeting, promptly published after the Annual Meeting.

### General Submission Requirements

1. All submissions must be assigned one of the following topic categories. These categories are only used to facilitate the peer-review process and are not intended to limit the type or topics of research submitted for consideration. No topic will be given priority over others for any reason other than potential impact on the field, quality of the content, and relevance to WAGO's mission.
  - Cervical
  - Endometrial
  - Financial Toxicity and Disparities
  - Genetics
  - Other
  - Ovarian
  - Quality & Healthcare systems
  - Quality of Life/Palliative Care
  - Uterine
  - Vulvar
2. Submitted abstracts must represent new, unpublished scientific data at the time of presentation. Novel approaches do not need significant sample sizes resembling clinical trial design; rather, they should show innovative ways to advance science in gynecologic oncology to ultimately lead to the WAGO Mission of eradicating women's cancer.
3. Submission of an abstract or surgical film constitutes a commitment by the author(s) to present it if accepted.

4. Author disclosure for the presenting author and all other authors must be declared at the time of abstract submission. An abstract that is missing any of the authors' disclosures will be considered incomplete and will not be considered.

If any of the authors is employed by a company as defined by the [CMSS Code for Interactions with Companies](#) or according to WAGO's conflict of interest policy, which complies with ACCME/Joint Accreditation [regulations regarding the influence on CME content by persons with commercial interest](#), either s/he will be required to not make any recommendations relevant to the relationship or an alternate presenter who does not have a relevant financial relationship must be named if the abstract is accepted.

5. Write text in proper English (American or British usage is accepted, but not a mixture of these). Use decimal points (not commas). Please carefully check your spelling.
6. The abstract title must indicate the nature of the investigation, but does not include author or affiliation identifying terms. Use sentence case and capitalize the first word in the title only. Example: The current clinical use of HPV genotyping
7. Do not use abbreviations in the title of the abstract, with the exception of DNA, RNA, and HPV. Standard abbreviations may be used without definition in the text. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
8. Omit any reference to your institution within the title and text of the abstract to ensure proper, blinded review.
9. A maximum of twenty-four (24) co-authors, in addition to the primary author, are allowed per submission. All are responsible for completing their financial disclosure forms electronically and agree to all accreditation and presentation terms.
10. Author names should be written in full, indicating only the primary degree for each author (for example, MD, PhD). If an author's name appears on more than one abstract, it must be identical on each abstract.
11. Use generic drug names and International Systems Units. Trade names and logos should not be used. If this is unavoidable, it must be noted how and why.
12. Upon acceptance to present from both WAGO and the presenting author, the author string and title of all accepted abstracts may be published online or in WAGO marketing materials. Abstracts will not be made available until a maximum of two weeks prior to the Annual Meeting.
13. All PDF presentations from all sessions may be available to Annual Meeting attendees for up to one month following the conclusion of the meeting through the WAGO website.

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### Abstract Submission Regulations

1. Each Abstract Submission must clearly identify the following:
  - Objectives:** an introductory sentence indicating the purpose of the study
  - Methods:** a brief description of pertinent experimental procedures, including statistical evaluation where appropriate
  - Results:** a summary of the NEW, UNPUBLISHED DATA
  - Conclusions:** a statement of the conclusions
2. Each submission is limited to one (1) table *or* graph.
3. There is a 2,000-character count limit for all submissions. This does not include your title, author string, spaces, nor single allotted table *or* graph.

### Abstract Embargo Policy

1. News media
  - For oral presentations, the embargo time is the day of the session in which the presentation is being made.
  - For poster presentations, the embargo lifts the day of the poster session containing the poster for viewing.
2. Full abstracts may be made available to approved news media upon individual request in advance of the meeting provided they agree to abide by the embargo policy and approval by WAGO.
3. Abstract titles, authors and affiliations may be made publicly available at any time upon acceptance/approval by the Program Committee.
4. Full abstracts for oral and poster presentations shall be made available to registered attendees up to two weeks before the meeting.
5. Power Point presentations will remain available for 30 days following the meeting, after which requests for presentations must be directed to the authors.

For any questions regarding the above guidelines and regulations or any other matter pertaining to abstract or surgical film submission for the WAGO Annual, please email us at [wago@wago.org](mailto:wago@wago.org)