



Abstract Submission FAQs

Please refer to the 2025 Imaging [Abstract Submission Policies and Procedures](#) for complete submission and policy details.

Submission

When is the abstract deadline?

- The deadline is Friday, February 7, 2025, at 5:00 p.m. US-EST. Only abstracts with a “Submission” status by Friday, February 9 will be forwarded for review.

How do I access the abstract submission site?

- Go to the Imaging [website](#), then to the [Abstracts](#) page, and use the “Access the abstract submission site” link on the right side of the page (the link will be available from Jan. 3 - Feb. 7).

Formatting and revisions

How is the maximum character count calculated?

- There is a maximum of 2,500 characters that include all characters and spaces in the abstract’s title, abstract body, and image captions (maximum of 2 images). Images, if included, are not included in the character count.
- Your total character count is indicated in the header bar of the abstract title/body page. The system will recalculate your submission’s total characters each time that page is saved.
- Enter the title in sentence case. Do not put the title in quotation marks; do not use all bold text; do not use all caps or add a period to the end of your title.
- The four abstract body headings have already been formatted for you: Purpose, Methods, Results, and Conclusions. A text data field has been provided for each heading. If you cut and paste your abstract body from a Word document, include the appropriate content in each heading's text box.
- Do not duplicate the abstract headings within your text boxes. How is the maximum character count calculated?

Can I revise my abstract?

- Yes, **BUT NEEDS TO BE DONE BEFORE THE SUBMISSION DEADLINE** of Friday, February 7, 2025, at 5:00 pm U.S. ET.
- Use the abstract submission link at the bottom of the Abstracts web page with your ARVO account email and password to access your abstract.
- Select "**View Submissions**" on the left sidebar of the Submission tab.
- From the bottom of the View Submissions page, select "**Edit Draft**" (dropdown menu) for abstract in Draft status.
- If your abstract is already in Submission status, select "**Edit/Return**" to the draft status. After finalizing revisions to your abstract, **you must resubmit it.**

Can I make any changes/additions to my abstract after the Friday, February 7, 2025, deadline?

- **No** changes, including adding, changing, or removing authors, can be made to any abstract after the **Friday, February 7 deadline at 5:00 pm** U.S. ET.
- If selected for presentation, your abstract will be published exactly as it was submitted.

Policies

Can an abstract submitted for the 2025 Imaging session also be submitted simultaneously to a journal for publication consideration?

- Abstracts must be work that has not been submitted for publication **before** the abstract submission deadline. After the abstract submission deadline of Friday, February 7, 2025, an author can submit their abstract to a journal for publication consideration.

Can an abstract submitted for the 2025 Imaging session also be submitted for presentation to another conference?

- No, the goal of the Imaging in the Eye session is to present new research. After the abstract submission deadline of Friday, February 7, 2025, an author can submit an abstract to another conference for presentation if the conference dates are **after the May 3, 2025**, Imaging session.

What if I can't attend the 2025 Imaging session and make my abstract presentation?

- If you cannot attend and present your abstract on its scheduled presentation date, you must do one of these two things. Request that your abstract be withdrawn or request a substitute presenter.
- Substitute presenters must be approved in advance and must be the co-authors of the abstract.
- **The First Author** must make these requests through the online form.
- Please review the [Abstract Withdrawal and Substitute Presenter Policy](#) for complete details of these procedures you must follow if you cannot make your abstract presentation as accepted and scheduled by the Imaging Committee.

Does ARVO have the copyrights to my abstract because I presented at the 2025 Imaging in the Eye session?

- No. As of Jan. 1, 2016, should the abstract be determined as copyrightable, all copyright ownership of the abstract shall be retained by the authors, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the [ARVO License to Publish](#).

Note: The authors own the copyright for the Posters, paper presentations, and abstracts.

Assistance

My abstract submission account must update my name and/or email address. What should I do?

- You can make any necessary changes to your name and email address on the submission site by using the down arrow by your name at the top of any submission page.
- If you update your name or email address on the abstract submission site, you must also update your membership account. Send your membership account updates to arvo@arvo.org.
- Your name, email address in the abstract submission site, and ARVO membership account must match. Whenever you enter the abstract submission site, your name and email address from your membership account record overwrite your name and email in the abstract submission site.
- The proper capitalization of your name is essential (i.e., Isabel Queiroz, NOT Isabel queiroz). Google Scholar won't display your name if there is no capitalization.

How can I be sure that my abstract has been submitted?

- When your abstract has been completed and submitted, you will see **"Success! Your submission was successfully submitted"** in a green bar at the top of the View Submissions screen.
- You will also receive a system-generated email from Imagingconf@arvo.org to confirm that your submission has been received.
- All First Authors with a Submission status abstract will be notified by email to confirm that their abstract has been submitted and will be forwarded for review.
- At that time, read-only access to your proof of submission will be available to confirm your abstract as it

will be submitted for review.

- Add ts.acsupport@clarivate.com and Imagingconf@arvo.org to your email address book or safe sender whitelist to facilitate delivery and avoid firewalls and spam filters. If you are unsure how to add to your safe sender whitelist, contact your email administrator.

When will I know if my abstract has been accepted?

- Abstract acceptance/rejection notifications will be emailed to First Authors on **Wednesday, March 5, 2025**.
- Abstracts will be scheduled for presentation at any time during the 2025 Imaging session on **Saturday, May 3, 2025**. Mark your calendar, as attendance is required for those with accepted abstracts.
- Abstract Schedule Notifications with presentation details, including presentation type (paper or poster), scheduled presentation time(s), and assigned session, will be emailed to the First Authors of accepted abstracts on **Tuesday, March 25, 2025**.
- Changes to scheduled abstract presentation times and sessions cannot be made; **no exceptions exist**.

Why can't I access the submission site?

If you are unable to access the submission site due to technical difficulties, please try one of the following before contacting ARVO:

- Check to make sure pop-up blockers are disabled.
- Clear browser cache/history and cookies.
- Open the abstract submission site using a different recommended browser; ARVO recommends using Google Chrome.
- Make sure you have the updated version of your compatible browser.

How can I get assistance with my abstract submission?

- Help is available from the "help" link in the upper right corner of each page of the submission site.
- For technical support, email ts.acsupport@clarivate.com, Monday through Friday, 8 am – 5 pm U.S. ET, or call +1.434.964.4100 (toll-free U.S. only: 888.503.1050).
- For policy and procedure questions, contact ARVO at Imagingconf@arvo.org +1.240.221.2900, Monday-Friday, 8am – 5pm U.S. ET.