



Paper Submission Guidelines

Deadline: June 10, 2024

To view how to navigate the Joyn Submission System, please reference the [AAAP Annual Meeting Submission Instructions](#)

Paper Overview:

- To offer an opportunity to briefly present research findings and/ or data on clinical experiences.
- These presentations are 8 minutes, followed by a 2–3-minute question and answer period.
- The aim is to provide a concise summary of the research findings and clinical experience data to the audience.
- The submission is open to AAAP members, clinicians, researchers, health professionals, and students.
- The total number of submissions accepted is 8 to 10.

Paper submissions should be organized under the following headings:

- **Summary:** Provide a summary describing the proposal.
- **Background:** Describe the relevance of the topic.
- **Educational Learning Objectives:** Learning objectives should be clearly stated, measurable, and aligned with desired change.
- **Methods:** Provide a description of the methods used: study design, setting, population, measures, and analytic procedures.
- **Results:** Describe the results to support the conclusions.
- **Conclusions:** State the implications of the findings for clinical practice, research, education, and/or policy.
- **Scientific Findings:** Provide the scientific significance of your findings.
- **Presenters:** Identify all presenters (including planners and developers) involved in preparing your presentation.

Papers published or accepted for publication either in article or abstract form before the submission deadline will not be eligible for review. Papers under review at the time of the submission deadline but have not yet been accepted for publication, even if appearing before the meeting, are eligible for presentation.

NOTE: Paper abstracts that are not accepted as papers can be considered as a poster abstract.

All accepted papers that are presented at AAAP's Annual Meeting and Scientific Symposium will be eligible for abstract publication consideration in their final version, accepted form in *The American Journal on Addictions (AJA)*,

the flagship journal of AAAP. This will provide greater exposure for your research, particularly among mainstream media and in the broader scientific community. We encourage you to share this information with your institution as an additional potential promotional opportunity for your important work.

The *AJA* is one of the benefits of AAAP membership and is available for non-members via a paid subscription.

Presenter Responsibilities

- Ensure all deadlines and requests from AAAP staff are met in a timely manner.
- Verify that presentation materials include disclosure information as directed by AAAP.
- Confirm that the presenters adhere to the [Standards for Integrity and Independence in Accredited Continuing Education](#) and related AAAP policies, including the Paper:
 1. Presents learners with only accurate, balanced, scientifically justified, evidence-based recommendations;
 2. Has learners' and patients' best interests in mind;
 3. Is absent of any promotion, marketing, or commercial tendency.
- Confirm that the presenter can be present in Naples, Florida for the live presentation on November 14-17, 2024.
- Make sure the presenter is registered for the conference by September 1, 2024.
- Confirm that the presenter has made hotel and travel arrangements by September 1, 2024 (if applicable).
- Additional expectations for the conference may be provided if your submission is accepted.

Submission Process:

- **Funding:** In this application, you must disclose any funding received for the development of the Paper and its content (if applicable).
- **COI:** Conflict of Interest (COI) forms must be completed by the chairperson and all presenter BEFORE the application is reviewed for preliminary acceptance by the AAAP Scientific Program Committee (SPC). Individual presenters will receive an email from annual-meeting@aaap.org with instructions on completing their Conflict-of-Interest form. The lead presenter ensures all presenters have completed and submitted this form.
- **After you submit this application:** You will receive an email from annual-meeting@aaap.org confirming receipt. If you do not receive the email, please check your spam/junk folder. If you cannot locate this email, have any questions, or require more information about completing this application, please email annual-meeting@aaap.org.
- **Evaluation of proposals:** Each proposal will be scored and ranked by the Scientific Program Committee (SPC) reviewers and then reviewed and selected by the entire SPC.

Acceptance of Submissions: The presenter is required to confirm preliminary acceptance via the instructions received via email.

- **Step 1:** Preliminary acceptance indicates progression to the next level of review and is contingent upon all presenters involved in the planning, content development, or presenting of the paper disclosing all financial and/or professional relationships with commercial interests or advocacy groups.
- **Step 2:** Final acceptance is contingent upon receiving and approval of drafted presentation materials by **September 1, 2024**.
- **Step 3:** Final presentation materials are due by **September 20, 2024**.
 - **After the final submission, only minor grammatical edits will be made, given the COI approval.**