

31st Symposium of the
Collegium Internationale Allergologicum
3-8 APRIL 2016 • Charleston, South Carolina



Online Submission Instructions

- 1) Log In at: <https://cia.execinc.com/edibo/Abstracts16>
- 2) Click on the title of your Abstract and then follow instructions to submit your manuscript.
- 3) Submit your revised manuscript and any tables or illustrations.

Submission Guidelines

Deadline for Submission – 21 October 2016

Content of submissions and author obligations regarding content and its relationship to that in other publications by the same authors

The *Collegium* encourages its members to present unpublished work at its symposia, and the papers which are based on the presentations made at our symposia are published by the *Collegium* without subjecting the manuscripts to peer-review. The submitted manuscripts may include data not previously published and/or data which were included in a peer-reviewed paper or other publications, including publications that may have appeared after the meeting of the *Collegium* but before the publication of the related symposium volume.

The *Collegium* regards it to be the obligation of the authors of the papers submitted for inclusion in its symposium volumes to note in a footnote on the title page of the submission to the symposium volume if the paper has been published or accepted for publication in whole or in part and stating the primary reference. A suitable footnote might read: "This article is based on a study first reported in (or that has been accepted for publication in) the [title of journal, with full reference]."

It is also the obligation of the authors of such submitted manuscripts to determine whether they need to obtain the written permission of the editor(s) of the journal which accepted or published the primary paper in order to republish the work in whole or in part in the symposium volume, and to obtain such permission if that is required by the journal which accepted or published the primary paper.

Publication

The proceedings will be published by Pacini Editore.

Language

Your paper needs to be written in English

Editing

Manuscripts accepted for publication are subject to copy editing: changes and questions will be sent to you for checking.

Length

Oral presentations

3 printed pages. This is equivalent to approximately 6.0 double spaced manuscript pages, including tables, illustrations and references.

Poster presentations

2 printed pages. This is equivalent to approximately 4.0 double-spaced manuscript pages, including tables, illustrations and references.

Please note that per figure or table 0.5 printed page has to be calculated.

Submission

Text and Format

- The preferred word-processing package is MS-Word. Text should be supplied in .doc or .rtf. Please submit a double-spaced document of your manuscript.
- Enter your text continuously flush left.
- Do not use any layout functions.
- Do not split words at the end of a line.
- Do not use indentations.
- Use a blank line before and a hard return at the end of paragraphs.
- Arrange headings flush left.
- Insert only one space after punctuation marks.
- Insert Greek letters, mathematical symbols, etc. with your word-processing program.
- Use boldface and italics as well as sub- and superscript where appropriate.

Tables

- Tables are part of the text and should be placed at the end of the text file.
- Separate the individual parts of a table by lines.
- Use the tabulator instead of spaces.
- Legends to tables are part of the text and should also be listed at the end of the text file.

Illustrations

- Store illustrations as separate files: do not embed them in your text.
- Export line drawings/vector graphics as TIF or EPS format.
- Include black and white or color half-tone images (photos) as TIF or EPS files in their anticipated size and print.

- Legends to illustrations are part of the text and should also be listed at the end of the text file.

Conditions

All manuscripts are subject to editorial review. Manuscripts are received with the explicit understanding that they are not under simultaneous consideration by any other publication (also see notes above in the section entitled: **“Content of submissions and author obligations regarding content and its relationship to that in other publications by the same authors”**). A cover letter with the name, address, telephone, telefax and e-mail address of the corresponding author must accompany each manuscript. This letter must include a statement that affirms that all authors concur with the submission. Submission of an article for publication implies the transfer of the copyright from the author to the publisher upon acceptance. Accepted papers become the permanent property of the publisher, Pacini Editore, and may not be reproduced by any means, in whole or in part, without the written consent of the publisher. It is the author's responsibility to obtain permission to reproduce illustrations, tables, etc. from other publications. One of the criteria considered in reviewing manuscripts is the proper treatment of animals. In particular, the use of painful or otherwise noxious stimuli must be carefully and thoroughly justified. Papers that do not meet these criteria will not be accepted for publication.

Arrangement

1. Title page: The first page of each paper should indicate the title (main title underlined), the authors' names (indicating with a superscript 1 after the author's name and with footnote 1 at the bottom of the first page which author is the corresponding author), and the institution where the work was conducted. A short title for use as running head is also required.
2. Key words: A list of 3-10 key words should be included for indexing purposes.
3. Abstract: Provide on a separate page an abstract of not more than 250 words. This abstract should consist of four paragraphs, labeled Background, Methods, Results, and Conclusions. They should briefly describe, respectively, the problem being addressed in the study, how the study was performed, the salient results, and what the authors conclude from the results. (Posters: no abstract is necessary.)
4. The text should be arranged in the following sections: Introduction, Material and Methods, Results, Discussion, Acknowledgment, Address for correspondence, References. (Posters: The text may be divided simply into the main text followed by Acknowledgment, Address for correspondence, and References.)
5. Small type: If a paragraph should or must be set in smaller type (case histories, test methods, etc.), please make a note of this in the manuscript.

6. Footnotes: Avoid footnotes. When essential, they are numbered consecutively throughout the paper and typed at the foot of the appropriate page.
7. Tables and Illustrations: Tables and illustrations should both be both numbered using Arabic numerals. Tables require a heading and figures require a legend. For the reproduction of illustrations, only high-resolution digital versions of line drawings and photographs can be accepted. These should be submitted online as separate files (not embedded in the text file), preferably as high-resolution TIF or EPS files. Due to technical reasons, figures with a screened background should not be submitted. When possible, group several illustrations on one block for reproduction (max. size 140 x 197 mm) or provide crop marks.
8. Color illustrations: Up to 4 color illustrations per printed page can be published; however, color illustrations are reproduced at the author's expense (170 Euros + VAT per page).
9. Abbreviations: Avoid overuse of abbreviations. All abbreviations must be defined on first use. Introduce an abbreviation only when the same term occurs three or more times in the paper.
10. References: In the text identify references by Arabic numerals [in square brackets]. Material submitted for publication but not yet accepted should be noted as "unpublished data" and not be included in the reference list. The list of references should include only those publications which are cited in the text. Do not alphabetize the list; number references in the order in which they are first mentioned in the text. The surnames of the authors followed by initials should be given. There should be no punctuation, other than a comma to separate the authors. Cite all authors; "et al." is not sufficient. Abbreviate journal names according to the Index Medicus system. (Also see International committee of Medical Journal Editors: Uniform requirements for manuscripts submitted to biomedical journals. Br Med J 1988;296:401-405.)
11. Examples:
 - (a) Papers published in periodicals: Tkaczyk C, Metcalfe DD, Gilfillan AM: FcγRI and other Fc receptors on human mast cells: alternative paradigms for the regulation of mast cell activation. Allergy Clin Immunol Int 2002; 14:109-116.
 - (b) Monographs: Centner J, de Weck AL : Atlas of Immuno-Allergology, ed 3. Seattle, Hogrefe & Huber, 1995.
 - (c) Edited books: Beasley R, Crane J, Pearce N: International time trends in asthma mortality; in Neffen HE, Baena-Cagnini, Fabbri L, Holgate S, O'Byrne P (eds): Asthma: A Link Between Environment, Immunology, and the Airways. Seattle, Hogrefe & Huber, 1999 , pp 7-13

12. Full Address: The exact postal address complete with postal code must be given at the bottom of the title page. Please also supply phone and fax numbers, as well as your e-mail address.

Galley Proofs

Unless indicated otherwise, galley proofs are sent to the corresponding author (whose name in the list of authors is indicated by a superscript 1) and should be returned with the least possible delay. Unless specified otherwise, the address for the corresponding author used to send the galley proofs will be the one given on the title page of the manuscript. Alterations made in galley proofs, other than the correction of printer's errors, are charged to the author. No page proofs are supplied.

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Order forms for reprints and a price list will be sent with the galley proofs and must be returned with the galley corrections. Orders submitted after the volume goes to press are subject to considerably higher prices.

Page Charges

There are no page charges for papers which follow the instructions of the Editors, i.e., 3 printed pages for oral presentations and 2 printed pages for posters. Each additional complete or partial page may, at the discretion of the publisher, be charged to the author at USD \$300. One printed page is equal to approx. 2.0 manuscript pages (including tables, illustrations and references). Please note that per figure and table a 1/2 printed page has to be calculated.

If you have any questions concerning these guidelines or the submission process, please contact the *Collegium's* Secretariat:

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