


## ABSTRACT SUBMISSION INSTRUCTIONS

Submission Deadline: Thursday, October 1, 2020

To submit an abstract, follow these easy step-by-step instructions.

1. [Start here](#) to open the abstract submission site.
2. Click on the “ **Click Here**” link in the lower left of the screen below where it says “New To This Site?” to create a new account.
3. **Login Information:** Create a login name (eg. John Smith or Snoopy). Enter your email address twice and create a password that you will remember.

Read and acknowledge the General Data Protection Policy (GDPR) and the permission to add authors to your abstract submission. Select the “Enter” button to continue.

If you received an Invited Speaker Password, enter it into the white box at the bottom of this page and then select the “Enter” button to continue.

4. **User Information:** Enter the requested information about yourself. **Please do not use all capital letters** when entering the information about yourself. **Use proper formatting with upper- and lower-case letters.** Fields with an asterisk (\*) is required information. When the applicable information has been entered, select the “Add Information” button to continue.

**Note: the rules for this conference require the first author to be the abstract presenter.**

Read and acknowledge APS’ Code of Conduct and Honors and Awards Policies.

Select the “Enter” button to continue.

5. **First Author Information:** If the user information entered in step 4 is the first author, select the “Make Myself an Author” button. When your information appears on the screen select the “Update Author” button to add your information to the abstract.
6. **Co-author Information:** Select the “Add New Author” button to add additional authors on the abstract. Enter the required information for each co-author. Take care in entering your information. The information will appear in the program book **exactly** as it is entered. To add another author to the abstract, select the “Add Author” button. Repeat this step for all authors associated with your abstract. Select “Finished Adding Authors” when you have completed entering all co-authors (or if you have no co-authors).

**Tip: Make sure you spell and abbreviate the same information for each author if they are at the same location, this will save you some space on your abstract or simply click the “Copy Affiliation” button on the page.**

7. **My Submissions:** To begin adding your abstract click on the “Create a New Submission” button.

8. **Submission:** Enter the title of your abstract in the appropriate box. Remember, **do not use all capital letters** when entering the abstract title. **Use proper formatting with upper- and lower-case letters.**

Next, enter the main body of your abstract in the large white box on the screen.

There are two (2) ways to enter the text of your abstract;

- 1). Use the copy and paste feature on your word-processing software in the area provided, or
- 2). Simply begin typing your abstract in the area provided.

**Note:** whether you type directly or copy and paste your text, you must enter special characters and formatting (such as Greek letters, subscript, italics, etc.) manually by using the “Special Characters” toolbar on the right of the screen. Special characters are inserted as the last character on the abstract. Use the copy and paste feature to move the special characters to the appropriate place within the abstract text box.

If you have funding sources, include them as the last line of your abstract or add references if needed. The entire abstract submission **must not be any longer than 3,500 characters and spaces**. This includes the title, authors, institutions, the abstract body, and references.

9. **Submission Details:** Here you will indicate your topic category; notify APS of awards you are applying for; applicable disclosures; and whether you would like to be selected for an oral presentation; if applicable.

- **Topic Category:** Carefully review the topic categories in the drop down box and select the category that best represents your abstract’s research area. If you don’t see a category relevant to your abstract, choose the topic that is closest to your research or select “Other”. The Organizing Committee will review each abstract to determine its proper placement in the programming of the poster sessions.
- **Awards:** If you are graduate student or postdoctoral fellow and are planning to apply for the APS Abstract Award Competition, check the box indicating your intent. **Checking the box does not automatically enter you for the awards. You will need to formally apply for the awards before Thursday, October 1, 2020.**

To apply and complete the award application, follow the link that will be provided after your submission fee has been paid and the abstract submission has been finalized.

- Next, click on the “Save & Continue with My Submission” button.

10. **Proofread your Abstract:** Click on the “Proofread” button to read your abstract. Adobe Acrobat will open in a separate window. The abstract that appears will be reproduced **exactly as viewed**. Take the time to carefully proofread what has been entered.

Double-check that all Greek characters and special formatting such as italics, sub and superscripts appear accurately. Also make sure the authors’ names and institutions are correct and don’t appear twice. Once you have proofread your abstract and you are satisfied you may move on to the next section.

If you wish to revise your abstract, select the “Resubmit My Submission” button, correct your abstract and then proofread your abstract again to make sure your edits have been made appropriately.

11. **Payment:** Select the “Proceed to Payment” button, then click “Continue.” **There is a \$75 nonrefundable abstract processing fee.** Payment can be made only with MasterCard, Visa, or American Express credit cards. This is a secure site. Checks and wire transfers are not accepted as payment for abstract submission fees. Submission waivers will not be granted. [Send APS an email](#) if you have a question regarding abstract payments. If you need a receipt of the abstract fee payment, select “View Receipt” after you have submitted your payment. **The abstract fee does not include the registration fee for the conference.** You will need to register for the conference separately.
12. **Submit:** Click on the “Continue and Review Information” button to be sure the credit card information has been entered correctly. Next, click on the “Submit Payment” button to submit your abstract to this conference.

Upon successfully submitting your abstract, only the first author will receive a confirmation email and a separate email containing a receipt for the payment of the abstract. Keep these emails for your records, and for when contacting the APS office regarding your abstract.

**If you don't complete this final step and click the “Submit Payment” button, your abstract WILL NOT be submitted or be programmed for the conference.**

**Note:** If you said “Yes” to the APS Abstract Award Competition during the “Submission Detail” step, you **MUST** click the link on the final submission confirmation page that says “Click Once to Submit to APS”. This will re-route you to the APS awards application page in order to finish your award application.

#### **Additional Important Information:**

##### **Abstract Revisions:**

- Do not submit the same abstract more than once. The abstract submission site allows for revisions. Go to the login page (Returning User) and enter your login details. Click on the “Edit” link to make changes to your abstract. Do not submit revisions under “New User” or you will be charged for a new abstract. **The deadline for revisions is the same date as the abstract deadline: Thursday, October 1, 2020, 11:59 PM EST.**

##### **Withdrawal of Abstracts:**

- To withdraw your abstract, login in as a “Returning User” and enter in your login details. You will see a screen that shows your existing abstracts. Click on “Delete” next to the abstract ID you would like to withdraw. Provide a reason for the withdrawal in the box provided. The next screen will show the deleted abstract status as “Withdrawn by Author.” Print a copy of this screen for your records. **Withdrawals must be completed online Thursday, October 1, 2020, 11:59 PM EST. Withdrawn abstracts are not refundable.**

##### **Important Abstract Submission Information:**

- Abstracts should contain a sentence stating the study objective (unless given in the title); a brief statement of methods, if pertinent; a summary of the results obtained; and a statement of the conclusions. Use a short, specific title. Capitalize initial letters of trade names and use standard abbreviations for units of measure. Non-standard abbreviations should be spelled-out in full at first mention, followed by the abbreviation in parentheses.
- All investigations involving humans and animals reported in abstracts must have been conducted in conformance with guidelines for experimental procedures as set forth in the Declaration of Helsinki and the APS “Guiding Principals in the care and Use of Animals.” The Organizing Committee will refuse abstracts in which evidence of adherence to these guidelines is not apparent.

- All abstracts submitted for the conference will be bound within the official program and available on-site. Abstracts will be reproduced directly from the electronic submission and will serve as the official workshop proceedings. Instructions for citing abstracts will be included in the program. Programs will be available at the on-site registration desk. Authorization of the senior author certifies that the research adheres to the APS Guiding Principles for the Care and Use of Animals. View the [APS Guiding Principles](#).

**Questions:**

For [technical help](#) regarding your abstract, please contact Mira Smart Conferencing. If you have questions about this conference or require assistance, please email the [APS Office of Scientific Meetings](#) or call: 1-301-634-7971.