

STEP-BY-STEP INSTRUCTIONS FOR SUBMITTING YOUR ABSTRACT ONLINE

Software Required

Submission requires the use of a 4.06 web browser or higher and Adobe Acrobat Reader. You can download the latest version of Microsoft Internet Explorer (**preferred**) at www.microsoft.com or Netscape Navigator at www.netscape.com. A copy of Adobe Acrobat Reader can be downloaded at www.adobe.com. Links to free copies of these programs are also posted on the submission site.

Time Commitment

The submission process will take approximately 15-20 minutes depending on the speed of your Internet connection. NOTE: THOSE WAITING UNTIL THE DEADLINE TO SUBMIT WILL EXPERIENCE SIGNIFICANT DELAYS DUE TO THE VOLUME OF TRAFFIC ON THE SUBMISSION SITE! **FOR BEST RESULTS, DO NOT WAIT UNTIL THE DEADLINE TO SUBMIT YOUR ABSTRACT...THE SITE IS OPEN NOW.**

BEFORE YOU START

- 1) READ THE INSTRUCTIONS. Clear instructions are also provided on each screen.
- 2) Prepare your abstract body (excluding title, author and institution) in a Microsoft Word document (**preferred**), Rich Text Format, ASCII Text, or WordPerfect format. Font should be in Times New Roman, 12 point. Remember to include the funding source(s) as the last line of your abstract.
- 3) Word-count your abstract body to ensure that it does not exceed 1500 characters, including spaces.
- 4) Save the abstract body and make note of the filename for future reference, if needed.
- 5) Have the abstract title close by.
- 6) Have the full names and institutions for all your coauthors close by.
- 7) Have your credit card account number and expiration date to pay the \$50 abstract handling fee close by. Note: the abstract handling fee is non-refundable.
- 8) Open your browser and set the address to: www.miracd.com/apsbanff03

Screen 1—Login Page—New abstract submission

Click on the words "New User" located at top of the screen just under the blue header bar. If you wish to return later to complete your abstract submission or revise the submission, you should login with the first author's last name and the abstract number you were assigned.

Screen 2—Login Information

Enter the first author's email address twice to verify that entry was correct.

Screen 3—First Author (Presenter) Information

Enter the requested information about the FIRST AUTHOR. Fields with a check mark to the right are required; you will not be allowed to continue until all required fields are completed. Note that the rules for this meeting require the first author to be the abstract presenter.

Screen 4—Coauthor Information

Enter the information about each coauthor. You must complete all required fields. Take care in entering your information! This information will appear on your abstract **exactly** as it is entered. Select "Finished adding coauthors" when you have finished entering coauthors (or if you have no coauthors).

Screen 5—Submission Method

You have two choices for submitting your abstract: (1) "upload your submission" or (2) "enter your submission on line". If you select "upload", Please review the formatting instructions (listed above) before submitting the file.

Method 1—Upload your Submission

Enter the title of your abstract in the appropriate box then use the "browse" button to select the abstract that you have previously prepared and saved. Upload that file containing just the body of your abstract. DO NOT include the title, author, coauthors or

affiliations in the document to be uploaded. These will automatically be included in the abstract from the information you previously entered.

Method 2—Enter your Submission on line (or Cut and Paste Method)

Enter the title of your abstract in the title box then enter (either by typing directly into the box or by using the standard cut-and-paste feature from your wordprocessing file) the body of your abstract in the text box below the title box. NOTE: whether your directly type or cut-and-paste, you must enter special characters and formatting (such as greek letters, subscript, italics, etc) by using the "SPECIAL CHARACTERS" toolbar on the right of the screen. Special Characters are inserted as the last character on the abstract. Use cut-and-paste to move the special characters to the appropriate place within the abstract text box.

Remember to include the funding source(s) as the last line of your abstract. The body of the abstract should be no more that 1500 characters including spaces. A character counter is provided at the bottom of the screen. DO NOT include the title, author, coauthors or affiliations in the text box. These will automatically be included in the abstract from the information previously entered. Before you continue you must preview your abstract.

Screen 7—Details

Topic Category—Click the down arrow on the right end of the topic category box to highlight and select the topic category that best represents the abstract's research area.

Student/Postdoc Award Competition—Click the box to the right if you would like the abstract submitted to the student competition.

Oral Presentation—Click the box to the right if you would like to be considered for an oral presentation. Oral presenters will **also** present their research as a poster.

Disclosure Policy—Read the disclosure policy and check "yes" or "no" as appropriate. If you check "yes" you must select the nature of the disclosure from the drop-down menu by clicking the down arrow on the far right of the "nature of disclosure" box.

Click the "submit" button at the bottom of the page to proceed.

Screens 8-10—Payment

There is a \$50.00 nonrefundable abstract processing fee. Payment can be made MasterCard, Visa or American Express. This site is secure. If you have questions regarding the payment, send an e-mail to meetings@the-aps.org. If you need a receipt of abstract fee payment please select "view printable receipt" and print a copy for your records.

Screen 11—Proofread

- 1) Click the "Proofread" button to view the completed abstract submission. Adobe Acrobat will open in a separate window. The abstract that appears will be reproduced **exactly as viewed** in the August issue of *The Physiologist*.
- 2) Double-check that all Greek characters and special formatting such as italics, sub- and superscripts appear accurately.
- 3) Double-check that the authors' names and institutions are correct.
- 4) Close the pdf window after you have proofread the abstract.
- 5) Click "Complete my Submission" if everything appeared correctly, or; "Resubmit my Submission" if you need to make changes, or; "View my Submission" if you would like to see the pdf again.

Screen 12—Finish

Print this page and keep as a record of your successful submission. You will receive an email confirmation that includes your abstract submission ID number, logon name and password, abstract title and topic category. Please reference your abstract Submission ID Number in all correspondences about your abstract.