Abstract Submission Instructions

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

1. Click here to open the abstract submission site.

2. Click on the “Click here” link underneath the APS logo to create a new account.

3. **Login Information:** Create a login name (eg. John Smith or Snoopy). Enter the **first author’s** email address twice and create a password that you will remember. Then click the “Enter” button to continue.

4. **User Information:** Enter the requested information about the **First Author.** Fields with an asterisk (*) is required information; you will not be allowed to continue until all required fields are completed. Once you have entered the applicable information click on the “update information” button to continue. **Please note that the rules for this conference require the first author to be the abstract presenter.**

5. **My Submissions:** To begin adding your abstract click on the “create a new submission” button.

6. **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 click the “update author” button to add your information to the abstract.

7. **Co-author Information:** Click on the “add new author” button to add additional authors on the abstract. Enter the information about each co-author. You must complete all required fields. Take care in entering your information! This information will appear **exactly** as it is entered. To add each author to the abstract click on the “add author” button. Repeat this step to add all additional authors. Select “Finished adding authors” when you have finished entering co-authors (or if you have no co-authors). **Tip:** Make sure you spell and abbreviate the same information for each author if you are at the same location, this will save you some space on your abstract or simply click the “copy affiliation” button on the page.

8. **Submission Method:** You have two choices for submitting your abstract: (1) “upload your submission” or (2) “enter your submission online.” If you select “upload,” please review the formatting instructions (see 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 the file that contains the body of your abstract. Remember to include the funding source(s) on the last line of your abstract or add references if needed. The body of the abstract should be no longer than 2,500 characters and spaces. **DO NOT include the title, any authors or affiliations in the document to be uploaded.** That information is automatically included in the final version of your abstract. **The entire abstract submission must not be any longer than 3,000 characters and spaces.** This includes the title,
authors, institutions, the abstract body, and references.

Method 2 – Enter your Submission Online: Enter the title of your abstract in the appropriate box. Then enter the main body of your abstract in the large white box on the screen. You may use the copy and paste feature on your word-processing software to copy the abstract body and then paste it in the area marked for the abstract. Or you may simply begin typing your abstract in the white box. Please note: whether you directly type or copy 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 the copy and paste feature to move the special characters to the appropriate place within the abstract text box.

Remember to include the funding source(s) on the last line of your abstract or add references if needed. The body of the abstract should be no longer than 2,500 characters and spaces. DO NOT include the title, any authors or affiliations in the document to be uploaded. That information is automatically included in the final version of your abstract. The entire abstract submission must not be any longer than 3,000 characters and spaces. This includes the title, authors, institutions, the abstract body, and references.

9. Details: This is the page where you 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.

   Topic Category: Carefully review the topic categories in the drop down box and select the category that best represents your abstract’s research area.

   Posters: All volunteered abstracts submitted for the ITL Workshop will be presented during a poster session at the workshop. You will be notified of your presentation assignment in April 2016.

   Awards: If you are student or postdoctoral fellow and are planning to apply for the APS Abstract Travel Award Competition or APS Minority Fellowship Award, please check the appropriate box indicating your intent. Checking the box does not automatically enter you for the travel awards. You will need to formally apply for the awards before March 11, 2016. Click here to apply online now.

10. Proofread your Abstract: Take the time to carefully proofread your abstract. To proofread your completed abstract, click on the “Proofread” button on the screen. Adobe Acrobat will open in a separate window. The abstract that appears will be reproduced exactly as viewed. All abstracts submitted for this conference will be bound with the official conference program and handed out onsite. These abstracts are considered in press of The Physiologist. They will appear in the January 2017 issue and should be cited as “program number [#], in press.”

   Double-check that all Greek characters and special formatting such as italics, sub and superscripts appear accurately. Also make sure that 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, please select the “Revise” button and correct your abstract.

11. Payment: Click on the “proceed to payment” button, then click “continue.” There is a $75 nonrefundable abstract processing fee. Payment can be made with MasterCard, Visa, or American Express credit cards. This site is secure. If you have a question regarding abstract payments, please click here to send an email. If you need a receipt of the abstract fee
payment please select “view receipt” after you have submitted your payment. The abstract fee does not include the registration fee for the conference.

12. **Submit:** Click on the “send payment and submit abstract” button to submit your abstract to this conference. Upon successfully submitting your abstract, the first author will receive a confirmation email of successful submission of the abstract 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 “send payment and submit abstract” button, your abstract WILL NOT be programmed for the conference.**

**Abstract Revisions**
Do not submit the same abstract more than once. The abstract submission site allows for revisions. Go to the login (Returning User) page and enter your login in name and the password that you provided in your original submission to start the revision process. Click on the link “edit” 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: March 4, 2016, 11:59 PM EST.

**Withdrawal of Abstracts**
To withdraw your abstract, login in as a “Returning User” and enter in your login name and the password that you provided in your original submission. You will see a screen that shows your existing abstracts. Click on the “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 by March 4, 2016, 11:59 PM EST. Withdrawn abstracts are not refundable.**

**Abstract Acceptance and Presentation of Papers**
All abstracts that are successfully submitted will be accepted for a presentation at the conference. It is a very rare occasion that an abstract is not accepted by the Organizing Committee. First author abstract presenters will be notified of the exact date, time, and location of their presentation assignment in April 2016. The first author must present the paper unless alternate arrangements are made with the APS Meetings Department. No paper may be read by title. **Please note that electrical outlets are not available in the poster session area.**

Please do not wait until your acceptance email to make your housing and travel reservations, and registering for the conference.

**Abstract Questions?**
If you have questions about this conference or require some assistance, please click here or contact the APS Meetings Department at: voice: 1-301-634-7967. For technical help regarding your abstract, please click here.