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 on the left side of the screen.

3. **Login Information**: Create a login name (eg. John Smith). 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,**
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 and whether you would like to be selected for an oral presentation. After you have selected your topic category, please click on the “Save and Continue with My Submission” button.

   **Topic Category:** Please select a topic category that best matches your abstract discussion. If you do not see a topic category that fits, please select “other.”

   **Oral Presentations:** If you would like to be selected for an oral presentation during the conference, please check the appropriate box indicating that you would like to present your abstract orally. Please note that there are limited slots available for oral presentations. You will be notified of your oral presentation slot in **September 2017.** **Please note:** if you are selected to present your abstract orally, you will still be required to present your abstract in the poster session.

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 2018 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. Please check all spelling and grammar. APS does not correct the spelling or grammar in submitted abstracts. 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 $100 nonrefundable abstract processing fee.** Payment can be made with MasterCard, Visa, or American Express credit cards. This site is secure. 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.**
**Important Note:** Please be aware that the charge for your abstract fee will appear as either “APS,” “Am Phys Soc,” or “American Physiological Society” on your credit card statement. For any abstract fee that is disputed by your credit card company, there will be a $25 processing fee assessed for disputes found in favor of APS.

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: June 30, 2017, 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 June 30, 2017, 11:59 PM EST. Withdrawn abstracts are not refundable.**

**Abstract Submission Important 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 this meeting will be bound with the official program and handed out onsite. These abstracts are considered *in press of The Physiologist*. They will appear in the November 2017 issue and should be cited as “program number [#], in press” directly reproduced from the electronic submission. Authorization of the senior author certifies that the research adheres to the APS Guiding Principles for the Care and Use of Animals. **Click here** to view the APS Guiding Principals.

**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](#).