

# APS Division Meeting Abstract Submission Instructions

This page identifies the information you will need to successfully submit a Division Meeting abstract.

- It is important that you **review the instructions** below before using the online submission form.
- If you have any **questions**, please contact Cindy Scheller, APS Headquarters at [cscheller@scisoc.org](mailto:cscheller@scisoc.org)
- You will need to “Log In” using your APS Username and Password. Then “Log Out” to exit when you have completed your submission or edits.

## Abstract Payment

- Abstract Submission Fee: \$45.00 U.S. Dollars per abstract (or other fee designated by Division).
- Fee will be collected via presenter’s meeting registration form.
- Confirmation of payment will be collected in the online abstract submission form.

## Contributor information

The following are required contributor information fields:

- Contributor Designation – You must indicate if contributor is presenter or author.
- Author Order – Enter number for author order.
- First Name / Middle Initial
- Last Name/Surname
- Telephone
- E-mail Address
- Affiliation (company/institution, city, state or province, country)
- Indicate if contributor is student.
- Denote if contributor is the corresponding author, system only allows one contributor to be designated for correspondence.
- To add an author, click “Add Another Contributor” and complete the fields for each additional author. If the author is at the same company or institute as a previous author, select the appropriate affiliation from the “Affiliation” link.

## Presentation information

The following are required presentation information fields:

### Presentation Type

- Select presentation type – oral or poster.

- Specifying a preference between oral and poster presentation type does not guarantee placement in that area.
- There is a limit of one (1) oral presentation per submitter or presenter. Presentation date and time will be announced at a later date.
- There is no limit on the number of poster presentations that may be submitted. Poster presenters are required to be present at their poster during certain time frames throughout the meeting (to be announced).

### **Title**

- Capitalize **only** the first letter of the first word and any proper nouns, (e.g., Effect of pesticides on recovery of *Didymella bryoniae* from cucurbit vines).
- To include formatting in the title you must use appropriate coding. For italic words and phrases use start coding <i> and the stop coding </i>, e.g., <i>words</i>. Subscript characters must be enclosed by the start coding <sub> and the stop coding </sub>, e.g., H<sub>2</sub>O. Superscript character(s) must be enclosed by the start coding <sup> and the stop coding </sup>, e.g., E=MC<sup>2</sup>. All symbols (Greek, math, etc.) must be spelled out.
- The word limit for the title is 40 words (~150 characters).

### **Abstract text**

- To view samples of past abstract submissions visit:  
<http://www.apsnet.org/members/divisions/ne/meetings/Pages/2008MeetingAbstracts.aspx>
- The abstract must be in one paragraph.
- **Do NOT** include the title, authors, or author affiliations in the abstract text field.
- Use the abstract toolbar within abstract form to add formatting (italics, superscripts, subscripts, Greek or math symbols). If the symbol is not available, spell it out (e.g. theta).
- Word limit for the abstract is 300 words (~1,490 characters).

## **Editing/Withdrawing a Submitted Abstract**

- If you discover changes that need to be incorporated into your abstract prior to the submission deadline you can return to your submission and make the changes directly into the system.
- To edit/withdraw an abstract, simply login to the abstract submission system, click the “Submit/Edit Abstract” hyperlink. Scroll down to the bottom of the page and click the hyperlink of the abstract that you wish to view/edit or withdraw. This feature will only be available up until the deadline for this submission process.
- Refunds will not be given for withdrawn abstracts.