

Late-Breaking Abstract Submission Instructions

Deadline: Thursday, February 23, 2012

All late-breaking abstracts will be programmed for presentation on Wednesday, April 25, 2012.

For a list of Society contacts, please scroll to the last page.

All abstracts must be submitted electronically. Please review the Rules and Guidelines before submitting an abstract.

Each abstract 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. It is not necessary to say "the results will be discussed."

In addition:

- Use a short, specific title with upper and lower case letters. **Do not put a period at the end of the abstract title.**
- Capitalize initial letters of trade names.
- Use standard abbreviations for units of measure.
- Other abbreviations should be spelled out in full at first mention, followed by the abbreviation in parentheses. Exceptions: DNA, RNA, etc.
- **Include the source of research support on the bottom line of the abstract.**

The topic that you select from the topic category list determines which society receives and programs your abstract. Therefore, it is important that you review the society topic categories before submitting your abstract. Topics are listed by Society, alphabetically and numerically by topic code, on the left side of your screen on each page as you go through the submission process. Please follow the instructions below.

Remember which society is programming your abstract

- Your abstract will be received and programmed by the society (discipline) which lists your topic choice (not the society to which the abstract sponsor belongs).
- Each society uses a different programming method – your abstract may go to a program committee or to a session chair.
- Knowing which society is programming your abstract makes follow-up easier. Please keep a record of this for your files.

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 (**the preferred browser for this site**) at www.microsoft.com/windows/ie/downloads/default.asp or Netscape Navigator ([www.http://channels.netscape.com/ns/browsers/default.jsp](http://channels.netscape.com/ns/browsers/default.jsp)). A copy of Adobe Acrobat Reader can be downloaded (<http://www.adobe.com/products/acrobat/readstep.html>). Links to free copies of these programs are available at ([submissions.miracd.com/.](http://submissions.miracd.com/))

Before You Start

- Read the **Instructions** and **Guidelines** first! You may want to print these instructions to have them as a reference as you enter your abstract.
- Prepare your abstract in a Microsoft Word document (preferred format), Rich Text Format, Plain Text, or Word Perfect. **All text should be in Times New Roman, 9-point font.**
- Have the names and institutions for all your co-authors.
- Have your credit card account number to pay the **\$90 nonrefundable** submission fee. Your credit card will be charged immediately. The fee is nonrefundable and is not refunded for withdrawn submissions.

- If you are not a member of one of the participating societies, know your sponsor's full name, society affiliation and e-mail address. The sponsor will be notified of the submission.
- Your abstract will end up formatted in a 3-inch column with approximately 9-point font. Please ensure all graphics and tables fit within this area.
- When creating tables, please use your "Word Processor's Table" feature. **DO NOT USE SPACES OR TABS TO FORMAT TABLES. DO NOT** use the "cut and paste" option to insert tables.

You will receive a payment and abstract confirmation e-mail with abstract number immediately. Please use this abstract number and the first author's last name in all future correspondence about your abstract. The same information will be required to make revisions or withdrawals.

Ready To Start - Login and Author Information

- To begin the process, the **USER** must sign in under "**NEW USER.**" If you wish to return later to make changes, to complete an unfinished abstract submission or revise the submission, you should login under "returning user" with the first author's last name and the abstract number you were assigned.
- Enter the USER name's email address and password twice.
- Enter the first author's information. Complete all required fields. This information will appear on your abstract exactly as it is entered. **NOTE: First author must be the presenting author. Once the first author is entered it cannot be changed. To change first author, the abstract will have to be submitted again and you will be charged a second non-refundable submission fee.**
- Enter information about each co-author(s), if applicable. If you need to make changes to the names of the co-authors, you must delete the entry and re-enter the co-author's information again. Follow the directions to the left of the screen to make changes. If you do not have co-authors, click on "FINISHED ADDING AUTHORS."

Abstract Title and Abstract

- You have two choices for submitting your abstract: by uploading a "Word Processor File" (**preferred option**) or by entering it online by using "cut and paste". Before continuing to submit your abstract, please review the two formatting instructions below. ***Your abstract body must have a minimum of 100 characters and maximum of 1220 characters. The abstract title, authors, affiliations and body of the abstract should not exceed 1620 characters excluding spaces. You will not be permitted to proceed if you do not meet the character guidelines.***
- **Title:** Enter the title of your abstract in initial caps, (except for capitalized abbreviations e.g., DNA). **Do not include a period at the end of your title. DO NOT** enter the title for authors again in the body of the abstract. The title, author and co-authors will automatically be included in the final abstract. Before you continue you must PREVIEW your abstract title.

Read The Sample Below (9pt, Times New Roman)

This is a sample for the abstract title in initial cap, lower case format

Michael C. Brown¹, Joseph M. Smith¹, Ann E. Jones²: ¹FASEB, Bethesda, MD 20814-3998, ²Department of Biology, FASEB, Bethesda, MD
Abstract body begins here. Please **DO NOT ENTER** the abstract title, author and co-authors again in this space. This is only for the body of your abstract. Your abstract body must have a minimum of 100 characters and maximum of 1220 characters. The title, author, co-authors will be included on the final abstract from information that you previously entered. The abstract title, authors, affiliations and body of the abstract should not exceed 1620 characters excluding spaces. If your abstract exceeds 1620 characters you will receive a “TOO LONG” message. When you receive this message you may retype or upload the abstract again. Abstracts that are too long will not be programmed. *Please remember to include on the last line of your abstract, the source of research support.*

Upload Your Abstract by Submitting a Word Processor File – It is faster to submit a Word Processor File! If your abstract contains tables, graphics or figures, you **must** use this option. Use the browse button to select your abstract. Upload a Microsoft Word document (**preferred**) or ASCII file containing just the body of the abstract. **DO NOT** include the title, author, co-authors or affiliations in the space. Before you continue you must preview your abstract. A separate window will appear showing you the abstract, title, author, co-authors and body of the abstract. Close this window before continuing.

Entering Your Abstract on the Submission Site – Select this option if the abstract contains only text, Greek characters, math symbols, and super/subscripts. You can also cut and paste a word processing document. Use the “Special Characters” toolbar on the screen for special symbols. Special characters are inserted at the end of the text. You then cut and paste them to move them where needed. Enter the text of the abstract in the space provided. Italics, bold, sub- and superscript tags should surround text to be formatted e.g., <l>protein</l>. **DO NOT** include the title, author, co-authors, or affiliations in the space. These will automatically be included in the abstract from the information previously entered. Before you continue you must preview your abstract. A separate window will come up showing you the abstract, title, author, co-authors and body of the abstract. Close this window before continuing.

You can preview your abstract by selecting the Preview button before continuing to the next screen.

Abstract Preference/Topic Categories/Disclosures

In order for the societies to program your abstract, you **MUST** complete all of the following requested fields:

- Presentation Preference (poster, oral or indifferent);
- Sponsor's Society;
- Sponsor's Information;
- Topic Category;
- Disclosure Policy including the nature of the disclosure.
- There may also be some additional questions required for specific society programming.
- **Incomplete submissions will not be programmed.**

Revisions

DO NOT submit the abstract more than once. The abstract submission site allows for revisions. Go to the login page and enter the first author's last name and the abstract number provided with your submission to start the revision process. **DO NOT** submit revisions under “New Submissions” or you will be **charged** for a new abstract. The deadline for revisions is **Thursday, February 23, 2012**.

Withdrawals

To withdraw your abstract login as a “Returning User” and enter the first author's last name and abstract number. You will see a screen showing all of your existing abstracts. Click on “Withdraw” next to the abstract your wish to withdraw. You will then see a confirmation screen that the abstract has been withdrawn. Print a copy of this screen for your records. **Withdrawals must be done online by 5:00 PM EST, Thursday, February 23, 2012. The abstract submission fee of \$90 is non-refundable.**

Payment

There is a **\$90 nonrefundable** fee. This must be paid by credit card before you can complete the submission of your abstract. The site is secure. If you have questions regarding payment, send an e-mail to David Dhala at dcraven@faseb.org

Upon completion, print a copy of the screen for your records. This is your confirmation of payment for your abstract submission and **nonrefundable \$90** fee. You will also receive two email receipts immediately after submission, one for payment and one confirmation your abstract submission. You will then have the option to "log off" or submit another abstract.

The abstract processing fee does not include registration or housing. Register and make your hotel reservations online at www.experimentalbiology.org.

Support

Technical questions regarding electronic submission should be directed to eb2012@mirasmart.com

Society Contacts

General questions regarding submission rules and topic categories should be directed to the Society to which you are submitting your abstract:

American Association of Anatomists (AAA)

Phone: 301-634-7910; Fax: 301-634-7965

Email: exec@anatomy.org

Homepage: www.anatomy.org

The American Physiological Society (APS)

Phone: 301-634-7967; Fax: 301-634-7241

Email: meetings@the-aps.org

Homepage: www.the-aps.org

American Society for Biochemistry and Molecular Biology (ASBMB)

Phone: 240-283-6600; Fax: 301-881-2080

Email: meetings@asbmb.org

Homepage: www.asbmb.org

American Society for Nutrition (ASN)

Phone: 301-634-7077; Fax: 301-634-1892

Email: mholt@nutrition.org

Homepage: www.nutrition.org

American Society for Investigative Pathology (ASIP)

Phone: 301-634-7130; Fax: 301-634-7990

Email: meetings@asip.org

Homepage: www.asip.org

American Society for Pharmacology & Experimental Therapeutics (ASPET)

Phone: 301-634-7066; Fax: 301-634-7061

Email: araptakis@aspet.org

Homepage: www.aspet.org