ABSTRACT SUBMISSION INSTRUCTIONS

Deadline: Friday, November 8, 2013

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.

Indicate your preference for oral or poster presentation

- While the programming society makes the final decision about whether you will make an oral or poster presentation, it is important to indicate your preference on the submission form.
- For all societies, abstracts not selected for oral presentation will be programmed as posters. ***For APS and ASBMB abstracts selected for oral presentation will also be presented as posters.***
- Submitting to a minisymposium or featured topic is not necessarily an automatic request for oral presentation. You may request a poster presentation when submitting to a minisymposium or featured topic.
- AAA platform sessions are *only* oral presentations.

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Software Required

Recommended Browsers:

- For Windows users, we recommend Internet Explorer 8.0. - 9.0
- For Macintosh users, we recommend Safari 3.2. - 5.0

- **Attention IE 8 or 9 Users:**
  - If you are using Internet Explorer 8.0 or 9.0, you **MUST** display the website **using the Compatibility View before you begin your review**.
  - To run Internet Explorer 8.0 in Compatibility Mode, from the Command Bar, select Tools, and then select the "Compatibility View" option. Add the checkmark to the very last box (View all sites in Compatibility View).
  - Please note that you must also have JavaScript enabled in your browser preferences in order for the system to function properly.

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.
- Have the names and institutions for all your co-authors.
- Have your credit card account number to pay the **$65 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***.

After submitting your abstract, you will have the ability to email yourself a payment and abstract confirmation with your abstract number. 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, **an account MUST be created**. From the submission page, click "**Click here to create a new user account**". 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 login information you created.

- Enter the first author's information. Complete all required fields. This information will appear on your abstract exactly as it is entered. **NOTE: <u>First author must be the presenting author</u>. Follow the instructions on the site to change the first/presenting author.**

Abstract Title and Abstract

- You have two choices for submitting your abstract: by uploading a "Word Processor File" 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:

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

Michael C. Brown[1], Joseph M. Smith[1], Ann E. Jones[2]: [1]FASEB, Bethesda, MD 20814-3998, [2]Department 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 not be able to continue.
PLEASE DO NOT INCLUDE THE SOURCE of RESEARCH SUPPORT HERE. You will be asked on the submission form for your support information in a separate field.

Please DO NOT include the source of research support in the text of the abstract – you will be asked for that information in a separate field during the submission process.

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.

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" link on the screen for special symbols. Copy and Paste the desired special character to the exact location in the abstract text. Italics, bold, sub- and superscript tags can be entered by using the bar about the text. **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. Click "Continue" when done to see a preview of the abstract text.

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.**

Awards

Information on the society awards and links to the award listing is provided. Each society has their own unique process, criteria, deadlines and procedures for awards submissions. Award instructions and links can be found on the final step of the submission process, after you've paid for the submission. Contact the society for more information or visit their website listed below for more details.

Revisions

DO NOT submit the abstract more than once. **The abstract submission site allows for revisions**. Go to the login page and enter the account holder's email address and password. Click on the title of the abstract you want to revise. **DO NOT** submit revisions under "New Submissions" or you will be **charged** for a new abstract.
The deadline for revisions is **November 8, 2013.**

Withdrawals

To withdraw your abstract login as a "Returning User" by entering the account holder email and password. You will see a screen showing all of your existing abstracts.

- Click on the title of the abstract your wish to withdraw
- On the left sidebar, click "Review My Work"
- Scroll to the bottom of the page
- Click the link DELETE THIS SUBMISSION

Withdrawals must be done online by 11:59 PM Eastern time, November 8, 2013. The abstract submission fee of $65 is non-refundable.

Payment

There is a **$65 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 Paige Santos at **psantos@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 $65** fee. You will have the ability to email yourself a payment receipt.
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 the Oasis Helpdesk. The online form and phone number can be found on the submission site.

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: 301-634-7989; Fax: 301-634-7061
Email: **djordan@aspet.org**
Homepage: **www.aspet.org**