



Late-Breaking Abstract Submission Instructions and Guidelines

Deadline Extended: Monday, February 1, 2016, 11:59 PM Eastern

All late-breaking abstracts will be programmed into poster sessions for presentation on Wednesday, April 6, 2016

For a list of Society contacts, please scroll to item #20.

All abstracts must be submitted electronically. Please review these Instructions carefully before submitting an abstract.

1. With regard to **research using human subjects**, Experimental Biology endorses the protections embodied in the *Basic Principles of the Declaration of Helsinki* and their expansion in the regulations governing research supported by the U.S. Government (45 CFR Part 46; 56 FR 28003). Experimental Biology does not endorse and will not publish the results of research that was not conducted in accordance with these Principles. **Investigations involving animals** reported in abstracts must have been conducted in conformance with the FASEB Statement of Principles for the use of animals in research and education (<http://www.faseb.org/Policy-and-Government-Affairs/Science-Policy-Issues/Animals-in-Research-and-Education.aspx>).
2. Authors are not permitted to submit an abstract on work that has previously been published. *Exception:* if additional data/research is added to a previously published abstract the abstract may be accepted.
3. While it is rare for a submission not to be programmed, each society reserves the right, at its sole discretion, to decline any abstract viewed as inappropriate.
4. **Software Required**
 - Be sure to have most recent versions of the browser – Safari, IE, Firefox, Chrome
5. **Before You Start**
 - Read these instructions first. You may want to print to have them as a reference as you enter your abstract.
 - Prepare your abstract in a **Microsoft Word document or Plain Text**.
 - 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 *The fee is nonrefundable and is not refunded for withdrawn submissions.*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 a participating or guest society, know your sponsor's full name, society affiliation and e-mail address. *The sponsor will be notified of the submission.*
6. **Ready to Start - Login and Author Information**
 - To begin the process, **an account MUST be created**. From the submission page, click "New to this Site?" 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 account holder information. Complete all required fields. ***PLEASE NOTE: the account holder does NOT have to be the first/presenting author.***
7. **You may be first author of more than one volunteered scientific paper provided that each submission represents distinct research.** Sponsoring or co-authoring of additional abstracts is permitted (*see item #9*).
8. **Only the first author may present the paper**, unless prior approval has been received from the Executive Officer/Director of the society to which the abstract is submitted. The first author must find a replacement speaker if more than one of his/her abstracts is programmed at the same time.

9. **Each abstract must be submitted or sponsored by a member of a Participating Society or an official Guest Society.** By being the abstract sponsor, it will be considered assurance of adherence to the rules and of the merit of the abstract submission and presentation. Sponsors of submitted abstracts should be assured that all authors listed on the abstract have had a significant role in the research being reported.

Student, Fellow, and Trainee members must have the abstract sponsored by a full regular member. Associate, Corresponding and Affiliate members may sponsor an abstract they wish to present themselves; however, they may **not** sponsor an abstract to be presented by someone else.

Exceptions:

ASN Associate Members may sponsor abstracts.

APS Affiliate Members may not serve as a sponsor, including sponsoring themselves.

ASBMB Affiliate Members may not serve as a sponsor, including sponsoring themselves.

AAA Student/Postdoctoral members may sponsor their own abstracts.

10. **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 satisfactory to say "the results will be discussed."

11. **Abstract Title and Body:**

- **Enter the title of your abstract in Title Case** (i.e. cap the first letter of each word, except prepositions). **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 in the separate textbox provided on the submission form.**
- **Cut and paste the body of your abstract from a Word doc or text file into the Abstract Body area of the form.** Be sure to Save your abstract. You will be able to Proofread your complete abstract before submitting it as final. *The abstract title, authors, affiliations and body of the abstract should not exceed 3000 characters excluding spaces and must contain at least 100 characters. You will not be permitted to proceed if you do not meet the character guidelines.*
- **DO NOT** enter the title or authors again in the body of the abstract. The title, author and co-authors will automatically be included in the final abstract.
- ***If your abstract contains tables, graphics or figures***, upload them on the "Supporting Files" page. All Figures and/or tables will be placed at the end of the abstract text.
- You will be able to Proofread before final submission.

12. **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 and are searchable on the "Submission Detail" page of the submission form. Topic Categories are also available on the [experimentalbiology.org website](http://experimentalbiology.org)

- 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.

13. Incomplete submissions will not be programmed. There is a **\$90 nonrefundable** fee. This must be paid by credit card before you can complete the submission of your abstract. 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. Your payment receipt is available to you when you login to your account. The site is secure. **If you have questions regarding payment**, send an e-mail to Paige Santos at psantos@faseb.org

14. After submitting your abstract, you will receive an abstract confirmation of receipt email and a payment receipt email 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.

15. Awards

Information on the society awards, deadlines and links is located on the [Experimental Biology 2016](#) meeting website.

Each society has their own unique process, criteria, deadlines and procedures for awards submissions. Contact the society for more information or visit their website listed below (item # 21) for more details.

16. 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 Username and Password. Click on the "Edit Submission" button next to the title of the abstract you want to revise. **DO NOT** submit revisions under "Create New Abstract" or you will be **charged** for a new abstract.

The deadline for revisions is Thursday, January 28, 2016, 11:59 PM Eastern.

17. Withdrawals

After the abstract submission deadline, to withdraw your abstract, please email your request to the society to which you submitted your abstract to. Your topic category determines which society is responsible for your abstract. **Please see the society contact list below.**

Withdrawal requests must be submitted to the programming society no later than January 29, 2016. The abstract submission fee of \$90 is non-refundable.

18. Payment

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

19. Support

Technical questions regarding electronic submission should be directed to Mira Digital Publishing Technical Support at 1.866.341.9589 (8:00 AM - 5:00 PM Central Time USA, Monday - Friday) or by email to [Mira Technical Support](#). **Be sure to have your abstract number ready.**

20. Society Contacts

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

American Association of Anatomists (AAA)

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

Email: cshultz@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.apsmeeting.org

American Society for Biochemistry and Molecular Biology (ASBMB)

Phone: 240-283-6600

Email: meetings@asbmb.org

Homepage: www.asbmb.org

American Society for Nutrition (ASN)

Phone: 301-634-7043 Fax: 301-634-1892

Email: kld@nutrition.org

Homepage: www.nutrition.org

American Society for Investigative Pathology (ASIP)

Phone: 301-634-7730; Fax: 301-634-7990

Email: tsnethen@asip.org

Homepage: www.asip.org

American Society for Pharmacology & Experimental Therapeutics (ASPET)

Phone: 301- 634-7060; Fax: 301-634-7061

Email: meetings@aspet.org

Homepage: www.aspet.org /EB2016

21. Registration, Housing, Program Information, etc.

Please visit the Experimental Biology website: www.experimentalbiology.org or email management@experimentalbiology.org