**NASPSPA Abstract Submission Guidelines**

Data-based, theoretical, or research review papers that have not been previously published in an archival scientific publication or presented elsewhere at a national or international conference are eligible for submission.

NASPSPA memberships run on the calendar year and renewals that are made after December 1 are automatically credited for the subsequent calendar year. Presenters must be NASPSPA members at the time of submission. These instructions assume you are registered with the NASPSPA website and have a current paid membership with NASPSPA. An author may be the first author on no more than two verbal and/or poster presentations each year. Additional information regarding Ethical Guidelines and the use of Non-Discriminatory Content is available in Appendix D in the [Policy Manual](http://naspspa.com/?page_id=632) at: naspspa.com/?page\_id=632.

**Summary of Submission Process**

**Step 1: General Information**

1. You will be asked to affirm that you will present at the conference if your abstract is accepted. If your paper is accepted, you are agreeing to present your paper in person or to designate a co-author. **If your paper is accepted but you (or a co-author) do not present the paper at the conference, NASPSPA may impose a ban of presenting at NASPSPA conferences for up to 2 years for all authors on the paper.**
2. You must certify that the research you are submitting for presentation has not been published or presented at any other peer-reviewed venue.
3. You will be given an opportunity to indicate whether you are willing to present your research in another format if your first choice of presentation mode is not granted. In other words, if you ask for a verbal presentation, would you be willing to consider presenting your work as a poster (and vice versa)? This also means that if you submit a symposium and the symposium is not accepted as a whole, we might offer for some or all of the presentations to be included in the program as individual verbal or poster presentations.
4. You will be asked if you are a student. If you answer yes, you will be asked to indicate whether you would like to be considered for the NASPSPA Outstanding Student Paper Award. If you want to be considered for this award, download the instructions for the award process.
5. Click on "Section 2 – Title, Type, Topics" to proceed to enter abstract information.

**NOTE: ALL INFORMATION ENTERED SHOULD BE ENTERED IN FINAL PUBLICATION-READY FORM. THE WAY YOU SUBMIT IT IS THE WAY IT WILL BE SHOWN IN THE PROGRAM AND THE ABSTRACT ONLINE PUBLICATION.**

**Step 2: Abstract Information - Title, Type, Topics**

1. Select a topic from the list presented.
2. Choose your abstract presentation type from a drop-down list. You must make this choice before submitting.
	* **Verbal Presentation** -- All presentations must be saved on a PC computer to ensure compatibility with the conference system and should be created in a Power Point-compatible format. You will get more details later if you have this style of presentation accepted. Verbal presentations are allotted 12 minutes for presentation and 3 minutes for questions.
	* **Poster Presentation** -- The maximum poster size is 4 x 4 ft. (122 x 122 cm). Presenters will receive instructions to post their posters prior to their session and will need to be present at their poster to interact with attendees for the designated time period (typically 1 or 2 hours).
	* **Symposia** – **After selecting symposia, please look at the bottom of this page for more information about symposia submissions.** Symposia consist of 4 or 5 presentations that relate to a common theme. As per the policy manual:

Symposia should not consist of a collection of verbal presentations on one topic, nor from one laboratory. Symposia are expected to be organized around a theme with a logical connection between speakers and/or a discussant to bring things together. Representation from multiple universities is encouraged. An ideal format is a short introduction, three speakers, and a discussant, but this is not mandatory.

1. Enter the Title of the abstract. If you are presenting a symposium abstract, you will need to specify a title for the symposium AND a title for the paper. Each paper presented in a symposium must be entered as a separate abstract with the same symposium title.
2. Enter keywords relevant to each abstract.
3. Enter the funding source for your research if appropriate.
4. Click on "Section 3 Abstract Authors" to proceed to enter author information.

**Step 3: Author Information**

1. If YOU are the first author of this abstract, check the first box and your information will be filled in. Be sure to fill in any empty fields as all information is required for submission.
2. Provide the name, university, phone number, location, and email address, when applicable, for each co-author. Keep adding authors until this step is complete.
3. Be sure to use the check box to indicate which author is intending to present this abstract at the conference.
4. Once you have added all authors, click on "Step 4 Abstract Content" to proceed.

**Step 4: Abstract Content**

1. You may copy/paste the abstract text into the box. PLEASE COPY AND PASTE YOUR ABSTRACT CONTENT FROM A TEXT EDITOR LIKE NOTEBOOK. PLEASE DO NOT COPY AND PASTE FROM WORD AS IT TRANSFERS HIDDEN CHARACTERS THAT SHOW UP IN YOUR ABSTRACT.

This is a plain text database and therefore cannot accept any formatting (e.g., italics and bold) and cannot recognize special characters. [Click here](http://www.naspspa.org/AcuCustom/Sitename/DAM/059/Ancillary_Instructions_for_Spe.pdf) to read instructions for using Greek symbols (e.g., statistics) and math. **The abstract total length must be less than 2100 characters (including spaces).**

1. After completing Step 4, click the "**Save**" button to submit your abstract.

Once you click save, you will go to a confirmation screen where you can sign out or submit another abstract. In addition, within 24 hours you will receive a separate email notifying you of successful receipt of your submitted abstract.

**Instructions for Submitting Symposium Abstracts**

The organizer of the symposium should submit all abstracts and papers on the same visit. Begin here after completing Step 1 from above.

**Step 2: Enter information about the overall symposium**

* 1. You will have already chosen your abstract presentation type from a drop-down list.
	+ **Symposia** – Symposia consist of 4 or 5 presentations that relate to a common theme. As per the policy manual:

Symposia should not consist of a collection of verbal presentations on one topic, nor from one laboratory. Symposia are expected to be organized around a theme with a logical connection between speakers and/or a discussant to bring things together. Representation from multiple universities is encouraged. An ideal format is a short introduction, three speakers, and a discussant, but this is not mandatory.

1. Enter the Title of the symposium.
2. Enter the title for the first paper in the symposium. Each paper presented in a symposium must be entered as a separate abstract with the same symposium title.
3. Enter keywords relevant to the symposium.
4. Enter the funding source for your research if appropriate.
5. Click on "Section 3 Abstract Authors" to proceed to enter author information.

**Step 3: Abstract Authors**

1. Identify the Symposium organizer
2. Identify the Symposium discussant
3. If YOU are the first author of this abstract, check the first box and your information will be filled in. Be sure to fill in any empty fields as all information is required for submission.
4. Provide the name, university, phone number, location, and email address, when applicable, for each co-author. Keep adding authors until this step is complete.
5. Be sure to use the check box to indicate which author is intending to present this abstract at the conference.
6. Once you have added all authors, click on "Step 4 Abstract Content" to proceed.

**Step 4: Abstract Content**

1. You may copy/paste the abstract text into the box.

This is a plain text database and therefore cannot accept any formatting (e.g., italics and bold) and cannot recognize special characters. [Click here](http://www.naspspa.org/AcuCustom/Sitename/DAM/059/Ancillary_Instructions_for_Spe.pdf) to read instructions for using Greek symbols (e.g., statistics) and math. **The abstract total length must be less than 2100 characters (including spaces).**

1. After completing Step 4, click the "**Save**" button to submit your abstract.

**Step 5: Enter the other abstracts**

1. After saving the abstract for the overall symposium, you will receive a confirmation # for your submission. Click on “Submit another paper for this symposium”.
2. Then add the Paper Title for the new abstract (Section 2; the symposium title will already be displayed), the author(s) for this abstract (Section 3), the abstract content (Section 4), and then click Save. Follow this process (title, authors, abstract content) until the last abstract is entered.

**Step 6:** When the last abstract has been submitted you may sign-out.