SNM Abstract Submission
Instructions For Authors

- Click "Create a New Submission" on the sidebar to create a new abstract.
- Click "View Submissions" to view the list of submitted AND draft abstracts.
- Please read the submitter steps below BEFORE creating a new abstract submission.

**ABSTRACT LIMIT:** There are no restrictions on the number of abstracts you may submit. However, you may NOT submit an identical or essentially-similar (duplicate) abstract across different submitter types, tracks or categories. Submitting a “duplicate” abstract is considered an AUTHOR INFRACTION, and may result in the removal of all submitted abstracts by the individual author.

**CHARACTER LIMIT:** There is a limit of **2250 characters** (approx. 300 words) allowed for each abstract submission. A character counter is displayed at the top of each submission page to alert authors on available characters. Characters are counted for the following fields: title, author and institution strings, published table data, spaces, and all elements of the abstract body.

**SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body from your word processor, special characters or formatting may not transfer properly. You may have to replace special characters and/or insert formatting tags using the character palette provided. To access the palette, click on the "Special Characters" button located on the Title/Body page.

**SUBMITTING YOUR ABSTRACT:** Before submitting your abstract, carefully review the Proof & Submit page (final step):

- Check for typos and omitted information; you cannot submit the abstract until all required fields have been completed. Error messages will be listed on the “Proof & Submit” page.
- Check that abstract title is in **Sentence case** format.
- Check spelling of author names and make sure they match the correct affiliations.
- Include **FDA disclosures** for **ALL authors**.
- Remind co-authors that they are responsible for promptly submitting their own financial disclosures; an email is autogenerated after authors are added and abstract has been submitted
- Ensure proper track and category have been selected.
- Ensure all awards to be considered are indicated.
- Include any supporting data in "Images" section.

**MODIFYING SUBMITTED ABSTRACTS:** Submitters can convert a submitted abstract back to draft status in order to make additional corrections; however, this functionality is only available to submitting authors up until the submission deadline (January 6). All corrections MUST be made prior to the submission deadline, and abstract(s) must be reverted back to “SUBMITTED” status after corrections have been made. This function can be done by clicking “View Submissions” on the left menu.

**TECHNICAL SUPPORT:** If you have any difficulty with the submission process that you cannot resolve yourself, please call or e-mail ScholarOne Technical support. The e-mail address and phone number are available from anywhere on the site by clicking on the “Get Help Now” link located in the upper right-hand corner of webpage.

**ONLINE ABSTRACT SUBMITTER STEPS**

**Step 1** - **TITLE/[ABSTRACT] BODY:** The title must be brief and indicate clearly the nature of the investigation. The title should be entered in **sentence case** format, with all proper nouns appropriately uppercased. Please do **NOT** enter the title in all capital letters or use quotation marks. An example from a previously submitted SNM abstract is provided below to illustrate the proper way to enter title (please include a period [.] when entering your title. **Example of proper way to enter titles for SNM abstracts:**

Methylphenidate attenuates brain metabolic activation patterns induced by cocaine cues in cocaine abusers.

**Step 2** - **FDA DISCLOSURE:** Submitting author is responsible for entering (collectively) the FDA disclosures
for ALL AUTHORS. **NOTE:** Financial disclosures, as opposed to FDA disclosures, are entered INDIVIDUALLY by each co-author on the abstract. Each time an abstract is successfully submitted, an email is autogenerated to each co-author requesting their financial disclosures, even if they have nothing to disclose. Failure or refusal to submit financial disclosures will result in the removal of the abstract.

**Step 3 - PRESENTATION TYPE/CATEGORY:** Enter track and category that you wish to submit your abstract. You must also indicate presentation type: “oral/poster” or “poster only”. Poster-Only submissions will not be considered for placement into oral scientific sessions.

**Step 4 - AWARDS:** Indicate which abstract awards you wish to be considered for. To be considered, simply click “apply” button. Please note that most abstract awards are restricted by track or category. Detailed descriptions regarding the eligibility of specific abstract awards are provided on the submitter webpage.

**Step 5 - AFFILIATIONS:** Corresponding authors must enter EACH authors’ affiliation first, before proceeding to the “Author” step. All affiliations must be mapped back to the authors listed on the byline. There is a maximum of 10 authors allowed on the byline for each abstract submission. You may have only 1 institutional author* listed on the byline.

*An institutional author is NOT a single person; nor is it an opportunity for submitters to add an 11th author. It is a group of individuals that represent a single authorship (e.g., National Coalition for the Advancement of Medical Sciences).

**Step 6 - AUTHORS:** Please enter all authors in the order they should appear in the abstract byline. When entering author information, it is important to note the following:

  - You are permitted up to ten (10) individual authors + 1 institutional author* for each abstract.
  - You will need to indicate the PRESENTING author and PRIMARY author (lead/senior investigator).
  - Be sure to indicate whether each author is an SNM member
  - For abstracts to be considered for a Young Investigator Award Symposium, the applicant must be listed (on the byline) as both the FIRST author and PRESENTING author
  - Be sure to enter correct spelling of all author names; for multiple abstract submissions, please be sure author names are entered consistently for each abstract to ensure accurate online indexing

**Step 7 - TABLES:** One table may be included as part of the (published) abstract body. The table will default to the end of the abstract, unless you elect to enter an embedded table by placing “[table]” within the abstract body text.

**Step 8 - IMAGES (SUPPORTING DATA):** It is strongly encouraged to include supporting data with abstract submissions. The primary purpose for supplying supporting data is to encourage better rankings during peer reviews. A maximum of 1 image/figure/table is allowed. A set of references may also be included on this Step. Supporting data is not included as part of the character count nor will be published with the abstract.

**Step 9 - DETAILS:** It is this step where the submitting author, as a representative of all byline authors, agrees to the terms and conditions for SNM abstract submissions.

**Step 10 - PROOF & SUBMIT:** This is the final step for SNM abstract submission. It is here where authors will need to carefully review all entered data to ensure information is correct before finally submitting the abstract.

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**NOTE:** Abstract submissions by Technologist Students include an additional submission step entitled **SUPPLEMENTAL DATA** – in which all students are required to upload a copy of a letter from their Program Director verifying their student status. Failure to include a letter from your Program Director can result in the removal of the abstract.