

## Frequently Asked Questions – Submitting an Abstract

### When can I submit an abstract for the 2012 SOT Annual Meeting?

SOT will begin accepting regular abstract submissions **August 15, 2011**. Your abstract can be submitted by visiting the SOT Web site, or by linking directly to the SOT AbstractCentral abstract submission site <http://sot2012.abstractcentral.com>.

### How do I begin the process to submit an abstract?

To submit an abstract, please choose "create an account" from the side menu. You will create a user name and password for direct log in on future visits to the site. If you remember your user name and password from 2011, you may log in with that information. If you are accessing the system with an existing account, the system will prompt you to verify your contact information before granting you access to the site. This verification process, for existing accounts, is necessary in order to proceed.

### How much does it cost to submit an abstract?

The cost to submit an abstract is \$50.00.

### If I am unable to attend the SOT Annual Meeting, can I receive a refund for my abstract submission?

At this time, we cannot offer refunds for any abstracts that have been submitted for the SOT Annual Meeting. The fees collected cover the cost to process the abstracts whether or not one attends the Annual Meeting.

### Can I, or my company, be invoiced for abstract submission(s)?

At this time, SOT can only accept payment by credit card. Accepted credit cards include Visa, MasterCard and American Express.

### How can I obtain a receipt for my abstract submission?

1. Go to <http://sot2012.abstractcentral.com>
2. Enter your AbstractCentral user ID and password.
3. Click the login button
4. Select the "Submission Tab" at the top of the page (even though you will see instructions that say the site is closed, you can still print a receipt)
5. Click on the "view abstract" link in the left column
6. Click on the "view proof" icon to view and print a copy of your submission receipt.



### **Will SOT accept late breaking abstracts?**

The SOT Scientific Program Committee will send the appropriate information to the membership in addition to posting information on the SOT Web site, if it has determined that late-breaking abstracts will be accepted for the upcoming meeting. However, the deadline to submit an abstract is 11:59 PM ET **October 3, 2011**.

### **When will I be notified if my abstract has been accepted for inclusion in the SOT Annual Meeting?**

Notifications will be sent to individuals in early-December by email. You must keep your e-mail information updated within the AbstractCentral site. If your e-mail address changes, please log into the system and follow the instructions to update your information.

### **I am logged into the SOT Web site using my membership information, but the AbstractCentral site reveals the following message: Unknown username/password. Why?**

AbstractCentral does not recognize your SOT membership login information. You designate your login information that will be used to access the AbstractCentral site and are free to copy your SOT login information here as well.

### **Are there instructions available to navigate the abstract submission process?**

The abstract submission instructional template was designed with easy navigation in mind. That is why we recommend that you proceed through the system in a step-by-step fashion, carefully completing each screen. You can navigate this system either by clicking the "Next" and "Back" buttons at the bottom of each page or by clicking the "Step #" links in the left sidebar on each page.

### **How do I save my abstract(s)?**

To save your entries, you must click the "Next" button at the bottom of the page or a different "Step #" link on the left sidebar. However, changes/additions will not be displayed, and the "Character Counter" will not correctly record the number of characters used, until after you go to the next page.

### **How much time do I have to enter my abstract?**

This system has a 45-minute time-out feature. After 45 minutes of inactivity, the system will automatically log you out. If this happens, your entries **up to that point WILL BE SAVED** and you will be returned to the place where you left off when you log back in. If you get a "Page Cannot Be Displayed" error, you have probably been logged out.

### **When I tried to submit my abstract, I received an error message that information was missing. Why did I receive this message?**

The system is designed to capture certain required elements which are designated by an asterisk (\*) either in the left sidebar or next to an individual data entry field. If you fail to complete a field or make an error when entering required data, an "Error Page" containing a list of incomplete or erroneous items will be displayed after you click the "Abstract Submit" button. You will have to go back and correct these errors before your submission will be accepted.

### **I have completed all steps outlined, but I still continue to receive an error message. What could be the problem?**

If you get an error message or experience other problems while entering your abstract, this could mean that you are using an outdated browser version. You should update your browser by using the links at the bottom of the login page. In addition, it is extremely important that your browser's cache function be set to constantly refresh the pages.



If you continue to experience difficulty, contact ScholarOne Tech Support by clicking the "Tech Support" button in the upper right corner.

### **If I have to contact SOT headquarters, or the ScholarOne Support team for information related to my abstract, what information should I have on hand?**

Upon starting the process to submit an abstract you will be assigned a control id number automatically. Once you have completed the abstract submission process, please keep a copy of the submission confirmation for your records including your control ID number. You will need your control ID number to communicate with SOT Headquarters and/or the ScholarOne technical support team about a specific abstract.

### **How can I edit an abstract that has been submitted?**

To enter the system, you will need your user ID and your password to re-enter the system. In order to edit an abstract that has been submitted, you must first return it to "draft" status and then you must submit it again after you complete the edits. Failure to resubmit will mean that the abstract will not be reviewed.

### **I have read the instructions, but I am experiencing technical difficulty with the AbstractCentral site. What should I do?**

Your technical questions or problems with the system should be directed to the ScholarOne Technical Support Team. They can be reached by clicking the "Tech Support" button in the right corner of the screen or by e-mailing [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com).

Please ensure that your message contains your name, phone, fax and e-mail, control ID and an explanation of the problem. Tech Support is available 3:00 AM to 5:00 PM US Eastern time, Monday through Friday. Please do not contact SOT Headquarters with technical questions about the system. However, general questions about the submission and review process may be directed to SOT Headquarters ([sothq@toxicology.org](mailto:sothq@toxicology.org)).

### **Helpful Information Related to Abstract Preparation:**

The title must clearly indicate the nature of the abstract. The title will be formatted automatically by the system at the time of print production. If you must use formatting tags in the title, please use those found in the special character pallet as those found in regular word processing applications will be lost if you are copying your abstract into the site. We ask that you refrain from formatting your entire title with special features such as *italics* or **bold**.

### **What does the SOT Scientific Program Committee look for when it reviews abstract submissions?**

**The body of the abstract must contain the following information: a) a statement of the rationale and scope of the study presented; b) a brief description of the experimental procedures; c) the data that resulted from the study; and d) principal conclusion(s) based on interpretation of the results. In the case of studies that do not describe laboratory or field experiments, make the following modifications: a) instead of experimental procedures, the research or assessment approach should be briefly described and b) instead of resultant data, the study's results or findings should be summarized explicitly.** When describing your research or assessment approaches, please refrain from using introductory phrases such as "will be presented."

### **Is there a character limit for an abstract submission?**

There is a limit of 2300 characters for the text of your abstract submission. This includes title, authors, institutions, references, the abstract body as well as all spaces.



## How can I get special characters to copy over if I am using a word processing application to type my abstract?

If you copy and paste the title and/or body from your word processor, special characters or formatting will not transfer. You will have to replace special characters by inserting formatting tags using the character palette. To access the palette, click on the "Special Characters" button located on the Title/Body page.

## How do I ensure that authors of my abstract appear in the correct order?

Please enter all authors in the order they should appear in the heading of the abstract. The name of the Contact Author **will appear in the first author position**. As you enter each author, if you wish to change their order of appearance, please use the column furthest to the left to reorder them. Remember, you must save your changes after you have reordered the authors for them to take affect.

### Affiliations

1. Association Innovation & Management, Inc
2. Camden Research Labs.
3. Wyoming Industries

#	Last Name	First Name/Initial	MI	Primary Affiliation	Secondary Affiliation	Tertiary Affiliation	Presenter?	Mbrshp Status	Edit	Delete
1	Sankey	Nichelle		1			<input checked="" type="checkbox"/>	Select:		
2	Cassidy	David		2			<input checked="" type="checkbox"/>	Select:		
3	Smith-Burgess	Taylor		3			<input checked="" type="checkbox"/>	Select:		
									Save	Add Author

## Are institutional affiliations required?

Yes, we require that you enter an institutional affiliation for each author. If all of the authors are from the same institution, it is **NOT** necessary to enter that institution multiple times. However, if your authors within an institution are from different departments you may enter that information. Only three institutional affiliations will be allowed per author.

## Why I am required to select keyword(s)?

Up to three keywords should be selected, but you are required to select at least **ONE** keyword. You can search for keywords by using the search tool. The keyword selection allows Annual Meeting participants and interested parties the capability to return as many abstracts related to the keyword selected. This information is important and is intended to help with keyword consistency for the *Toxicologist* indexing, and the SOT Itinerary Planner.

## Is there a mechanism to "see" my abstract as it will appear in the Toxicologist, or online through the Itinerary Planner?



Yes. Once you have completed your entire abstract and are ready to submit it you will be able to view a proof. Please check this proof carefully and make sure all special characters and formatting are displaying properly. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu, and make your corrections. Remember that changes are not saved until you click the "Next" button. The SOT Online Itinerary Planner is available online from January – April 2010

#### **Can I withdraw my abstract after it has been submitted?**

Yes. SOT will withdraw your abstract when it receives written notification of your intent to withdraw by **October 10, 2011** prior to Scientific Program Committee review. Abstracts may not be changed or withdrawn once accepted by the Scientific Program Committee. If circumstances prevent attendance, the author must arrange for the paper to be given by a substitute. Acceptance of the abstract by the Committee obligates the author to present the paper.

#### **My abstract was accepted to be presented as a Platform Presentation; what format is required for a Platform Presentation?**

All platform presentations are required to use PowerPoint and be PC compatible. Please review the Platform Presentation instructions on the SOT Web site.

#### **Can I be first author on more than one abstract?**

Authors are permitted as first author on only **ONE** abstract. There is no restriction of the number of co-authorships or sponsorships. The SOT Scientific Program Committee reserves the right to require consolidation of multiple abstracts submitted from a single study. Each abstract selected for the program **MUST** be presented by the first author.

#### **Because I am not a member of SOT, how can I submit an abstract for consideration for the SOT Annual Meeting?**

Abstracts submitted by non-members must be sponsored by a full or associate SOT member. By sponsoring the abstract, the sponsor acknowledges that the research has been done according to the SOT Code of Ethics. There is no restriction to the number of abstracts an SOT Member may sponsor.

