The SRS Abstract Process: Tips, Tricks & Common Mistakes

The following is a step-by-step guide to the electronic abstract submission process utilized by the Scoliosis Research Society for its Annual Meeting and International Meeting on Advanced Spine Techniques (IMAST).

Please review this guide prior to submission, as it provides key dates, details and tips for submission, and will guide you through a few of the common mistakes made by submitters that could cause confusion or, in the worst case, disqualification of your abstract.

1. **LOGGING IN**
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TECHNICAL SUPPORT

For technical abstract website support, please contact Dekon Congress & Tourism at srs@dekon.com.tr.

For questions about abstract submission requirements, deadlines, or the review and selection process, please contact the SRS Education Team at meetings@srs.org or +1 414-289-9107
1. LOGGING IN
Log in to the online abstract submission site at http://abstract.srs.org/login.asp

Account Information
SRS Members/Returning Users – Abstract accounts have been set up for SRS members and 2018 abstract submitters; your login credentials have been emailed to you; if you need this information resent to you, please contact the SRS Education Team at meetings@srs.org or +1 414-289-9107.

If you are not an SRS member or did not submit an abstract in 2018, you can create a new account by clicking the “Create a New Account” link under the password box.

If you are unsure whether you have an existing user account, please contact the SRS Education Team at meetings@srs.org.

Update Contact Information
When you first log in, you will be prompted to review and confirm/update your contact information under the “My Account” tab.

Please note the following important parts of your account record:
1. Check that your name appears here EXACTLY as you wish it to appear in program materials.
   - Spelling
   - Middle initials
   - Designations (MD, PhD, FRCS, etc.)
2. Check that your contact information is accurate - ESPECIALLY your email address. All correspondence regarding your abstract submissions are conducted via email.

COI Disclosure Requirement
A Conflict of Interest Disclosure is REQUIRED by all abstract authors. Complete your COI disclosure under the “My Conflict of Interest” tab.

2. ABSTRACT SUBMISSIONS – FREQUENTLY ASKED QUESTIONS

DEADLINE
1. The deadline is February 1, 2018 at 11:59 pm Eastern Standard Time (EST). No exceptions will be made.
2. Allow ample time to enter your information and for authors to complete the COI disclosure in advance of the deadline.
3. Expect high volume of users accessing the site on the deadline and for the site to function slowly.

ABSTRACT SUBMISSION & PRESENTATION LIMITS
1. There are no restrictions on the number of abstracts you may submit.
2. SRS Active, Associate and Emeritus members may present a maximum of two (2) podium presentations and SRS Candidate members and non-members may present a maximum of one (1) podium presentation at the Annual Meeting.
3. There are not presenter limits for the number of E-Posters accepted for the Annual Meeting.
4. There are no restrictions for the IMAST meeting.

AUTHORS
Add an Author:
1. To add an author who has an existing abstract system account (SRS Members & 2017 abstract submitters), type the author’s name (first name, last name, or both) in the empty author text field and select the correct individual from the list of names that appears.
2. If there are no results for the name of the author you would like to add, follow the onscreen instructions to create a new account for the author and add them to your abstract.
a. DO NOT AUTOMATICALLY CREATE A NEW ACCOUNT FOR YOUR AUTHOR. Try several search parameters before creating a new account.
b. If your search yields multiple results, be certain to select the right person. Confirm by clicking on the author’s name to view detailed contact information. If you are unsure which result to choose, please contact your author to confirm.
c. If your search yields duplicate accounts for the same person, please contact the SRS Meetings Department at meetings@srs.org or +1-414-289-9107, as we can merge these accounts.
d. The newly added author will receive an email notification that an account has been created and to log in with provided information to complete the contact information and COI disclosure forms. To ensure that the newly added author receives this information, please verify the spelling of their email address.

3. The abstract submitter is not automatically listed as an author on the abstract, if you are submitting an abstract that you are also listed as an author, you will need to add yourself to the author list.

4. Authors may be added after submission, if the abstract is accepted to be presented. There will be a designated deadline to add authors for each meeting.
   a. ONLY authors with existing accounts and completed COI disclosure forms will be added to abstracts after the submission deadline. Sorry, no exceptions.

Presenting Author & Author Order:

1. Select the presenting author, by clicking the bubble under “is Presenter” next to the author’s name.
   a. The presenter may be changed after submission, if the abstract is accepted to be presented. There will be a designated deadline to change the presenting author for each meeting.
   b. In addition to the submitting author, the designated presenting author will receive all email communications regarding the abstract.
2. Authors will be listed on the abstract in the order they are entered when submitting the abstract, please confirm the order of authors before submitting your abstract.

Conflict of Interest Disclosures:

1. CONFLICT OF INTEREST DISCLOSURES WILL BE REQUIRED FOR ALL AUTHORS ON ALL ABSTRACTS.
2. If any author fails to comply, his/her abstract will NOT BE REVIEWED and will NOT BE CONSIDERED for inclusion on either the Annual Meeting or IMAST program.
3. Submitting authors are responsible for ensuring that ALL authors have completed the COI Disclosure Form prior to the submission deadline.

CHARACTER LIMIT

1. 2250 characters for all submissions
2. The character count includes: titles, spaces, abstract body, summary, table or image, and captions.
3. The count does not include authors or institutions.
4. You can view your character count in the bottom left hand corner of the “New Abstract” tab.

TITLE

1. The title should be entered in mixed title case.
   a. Correct title case = Scoliosis will be Discussed at the Annual Meeting
   b. Incorrect = SCOLIOSIS WILL BE DISCUSSED AT THE ANNUAL MEETING
   c. Incorrect = Scoliosis will be discussed at the annual meeting
2. Do not use formatting tags in the title.

SPECIAL CHARACTERS and FORMATTING

1. If you copy and paste the title and/or body from your word processor, special characters or formatting may not transfer. You will have to replace special characters using the character palette.
2. To access the special character palette, click on the small blue box to the left of the text box headers.
3. Abstracts are published in the program materials EXACTLY as they are submitted.

DECLARATIONS
1. Use of Product Names
   • Presentations which utilize product names will receive additional scrutiny during the CME review process and presenters may be asked to remove the product name at the discretion of the CME Committee. Please consider using a generic instead of a specific product name.

2. FDA Disclosure
   • This disclosure will be noted in program materials, if your abstract is selected and you indicate that the presentation will include discussion of non-FDA approved products or techniques.
   • Disclosing an intent to discuss non-FDA approved products will NOT preclude your abstract from acceptance.

ATTACHMENTS
1. Only one attachment is allowed per abstract.
2. Attachments include table, images or supplemental data.
3. Accepted file types: JPEG, GIF, PNG, TIFF, PDF

LEVEL OF EVIDENCE REQUIRED
1. Abstracts without a Level of Evidence will not be considered.
2. A link has been created to assist you in determining the correct Level of Evidence for your study.

ABSTRACT PROOF
1. You can view a proof of your abstract(s) while they are in “Draft” under the “My Abstract” tab, and clicking the “Preview” button next to the Abstract title.
2. If you find errors, return to the appropriate page by clicking the “Edit” button and navigating to the portion of the abstract you wish to edit using the menu bar.
3. You will NOT be allowed to edit the content of your abstract if it is accepted, and it will appear in program materials exactly as it is submitted.

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SUBMITTING YOUR ABSTRACT
1. When all required information is entered, a proof of your abstract will pop-up for you to review. Once you have closed the proof you will be automatically redirected to the “My Abstracts” page, where you will see all of your abstracts and their current status. From this page, you can edit and review any abstracts in “Draft” status as often as you like until the submission deadline of February 1, 2018.
2. To submit the abstract, click the blue “Submit” button to the right of the abstract title. A final proof of your abstract will appear for you to review. Once you have done this, click on the “Complete My Submission” button at the top of the proof.
3. After you have submitted the abstract, the abstract status will change from “Draft” to “Submitted” and you will receive an automated email if your abstract was submitted successfully.
4. Once the abstract status has changed from “Draft” to “Submitted” you will no longer be able to make any changes.

3. KEY DATES
All the following deadlines are mandatory and no exceptions will be made
Abstract submission begins – November 1, 2017 12:00am EST
Abstract submission deadline – February 1, 2018 at 11:59pm EST
IMAST Acceptance notification via email – April 1, 2018
Annual Meeting Acceptance notification via email – April 15, 2018

IMAST Presenter Acceptance deadline – May 1, 2018
Presenting authors of all accepted abstracts will be required to formally accept the invitation to present and confirm their presentation by registering for IMAST by this date.
Annual Meeting Presenter Acceptance deadline – May 15, 2018
Presenting authors of all accepted abstracts will be required to formally accept the invitation to present and confirm their presentation by registering for the Annual Meeting by this date.