

# Abstract Submission FAQ Sheet

## GENERAL ABSTRACT FAQ

**Q. Where and how do I submit an abstract?**

A. All abstracts must be submitted electronically on the ADSA<sup>®</sup>–ASAS Joint Annual Meeting website: <http://www.jtmtg.org/2013/>.

**Q. What is the deadline for abstracts (Open, Invited, and SAD)?**

A. 11:59 p.m. Central Standard Time, **Wednesday, February 13, 2013**.

**Q. How do I edit the abstract after the submission deadline?**

A. Edits after the submission deadline must be approved by the program section chair.

**Q. Where do I find the name of a program section chair?**

A. A list of program section chairs and their contact information can be found on the website: <http://www.jtmtg.org/2013/>

**Q. When will I know if my abstract has been accepted?**

A. The abstract system will send an automatic e-mail to the corresponding author when the section chair finalizes the decision on the abstract.

**Q. When will I know the day and time of my presentation?**

A. As soon as the program is finalized, the program will be posted to the website: <http://www.jtmtg.org/2013/>.

## ABSTRACT CONTENT FAQ

**Q. Will I be able to submit my abstract in a language other than English?**

A. **No.** We accept only abstracts that are written in English.

**Q. What should I do if I have more than 15 authors for the abstract?**

A. The abstract submission system now allows you to enter up to 15 authors. If you have more than this number, please e-mail Jeremy Holzner at [abstract@assochq.org](mailto:abstract@assochq.org).

**Q. What should I do if I have more than 15 institutions or companies for the abstract?**

A. The abstract submission system now allows you to enter up to 15 institutions. If you have more than this number, please e-mail Jeremy Holzner at [abstract@assochq.org](mailto:abstract@assochq.org).

**Q. How do I check for 2,300 keystrokes?**

A. Your word processor has a word count feature that allows you to check the character and space count before inserting special coding.

**Q. What is included in 2,300 keystrokes?**

A. The title, body, key words, and table (if included) all count toward the 2,300 keystrokes.

**Q. The guidelines state that abstracts of more than 2,300 keystrokes (characters and spaces) will be rejected. Will my abstract be rejected if it is over the 2,300 keystrokes?**

A. When you hit the submit button, you will receive a message stating if you have missing information or if your abstract exceeds the limit. You will have the option of adjusting your keystrokes and adding missing information at that time.

## LOGGING IN AFTER THE ABSTRACT IS SUBMITTED

**Q. How do I log back in to edit my abstract before the deadline?**

A. During abstract submission, the first thing you are asked to do is input a valid e-mail address and a password. You can use these to log back in by going to

<http://www.fass-abstracts.org/login.asp?meetingcode=208>