

# How to use the online abstract submission system - 2022

## JMIH 2022 – Spokane, Washington

### **IMPORTANT INFORMATION – PLEASE READ!**

- **PRESENTERS ARE RESPONSIBLE FOR THE CONTENT OF THEIR PRESENTATIONS.**
- **Registration to attend the meeting is done through a SEPARATE online system accessed from the Registration Information page and requires a SEPARATE login username and password. Your username and password are not the same for the two systems unless you created the same one for the two systems.**
- You can modify your abstracts at any time up to the deadline (31 March 2022)
- Do not include author names in the title or body of your abstract.
- Each presenter must register for the meeting on the JMIH website: <http://burkclients.com/JMIH/meetings/2022/site/> by 31 May. If you do not register by this date, your talk or poster presentation may be removed from the program.
- Please proof your abstracts carefully, as they will not be checked for errors.
- Each presenter may give only two presentations: one poster and one oral paper (unless they are presenting in two symposia, and in that case no poster). A lightning talk counts as one oral presentation.
- **Students:** Students wishing to compete in AES, ASIH, HL, and SSAR competitions **MUST be members in good standing of the respective society (i.e., you have paid your dues for 2022)**. You may compete for only one award with a given abstract.
- Oral “lightning” talks are 5 minutes, 10 slides maximum, no questions from the audience following the talk. Oral presentations in student competitions must be 15-min—no lightning talks.

### **1. Submitting an abstract**

#### **A. Important Information**

1. Go to the Submitting Abstracts page of the JMIH website at <http://burkclients.com/JMIH/meetings/2022/site/abstracts.html> and register/create a new account with the abstract submission system before you can access the abstract submission form. Please remember your abstract system password.
2. If you are submitting more than one abstract, you can use the same email address and password for each abstract.
3. Abstracts are required for all contributed oral, poster, and symposium presentations. Abstracts will be entered directly into a box on the submission page. You do not need to use a template or upload a file. You can cut and paste from any text editor like Word.
4. Abstract text: maximum of 250 words. Please use size 10pt. Arial font.

#### **B. Preparation of Your Abstract**

1. The title should be as brief as possible but long enough to indicate the nature of the study. **Please use a mix of upper and lower case letters for your title** (e.g., Diet of the Gopher Tortoise, *Gopherus polyphemus*). Do not place a hard return at the end of the title. Do not use all caps in your title.
2. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. Do not include figures or tables of data. Do not use tabs or indentations. The abstract must be a SINGLE PARAGRAPH that is no more than 250 words in length. DO NOT USE HARD RETURNS AT THE END OF SENTENCES.
3. EACH PRESENTER MAY GIVE ONLY TWO PRESENTATIONS: ONE POSTER AND ONE ORAL PAPER (UNLESS THEY ARE PRESENTING IN TWO SYMPOSIA, AND IN THAT CASE NO POSTER).

### C. The Submission Process

1. Log in to the abstract submission system when you are ready to submit your abstract. To log in, enter your email address and the password you chose when you registered with the abstract submission system.
2. When you click the “log in” button, you will be taken to a screen on which the submission process starts. Please read the instructions for each step carefully.
3. Submitting an abstract is a multi-step process. **Please answer all questions.**
  - Step 1 inputs the Title and the Abstract. The title should be short and informative. Please use a mix of upper case and lower case letters (e.g., Diet of the Gopher Tortoise, *Gopherus polyphemus*). The second part of step 1 inputs the abstract. You can type it in directly or cut and paste a text file. There is a bar with several symbols for a variety of functions (Italics, Bold, Subscript, Superscript, etc). **Please make sure your abstract appears publication ready when you view it (e.g., scientific names in italics)**. The third part of step 1 asks if all authors approve of the abstract you are submitting. Please confirm that all the authors are aware of the submission by clicking the box that indicates all authors have seen the submission. Please check the box that informs you the abstract will be published electronically if accepted for presentation.
  - Step 2 asks for affiliations and authors. The affiliations are short and include Institution name, City, State/Region, and Country. You can type the first couple of country letters and the box should populate or it will navigate you within the pull-down menu. The order of affiliation must match the order of author (i.e., affiliation 1 is for author 1, affiliation 2 is for author 2, etc.). Please use a mix of upper and lower case letters for both the affiliations and the author’s names. If there is more than one author, please indicate the presenter by clicking on the box next to the name of the presenter.
  - Step 3 asks for additional information about the submitter regarding job status, membership, and meeting participation. **Note: If you are submitting an abstract for a student who is competing for an award, indicate the student’s job status and society membership—not your own.**
  - Step 4 asks about discipline (herpetology or ichthyology) and the type of presentation (pull-down menu: contributed 15-minute oral paper, contributed 5-minute “lightning” talk, contributed poster, invited symposium, student oral competition, student poster competition). Step 4 also asks for the subject category that best describes your abstract. If you are in an invited symposium or in a student competition, select N/A for this part of Step 4. If you are part of an invited symposium, you will know. **(Do not click on symposium if you have not been invited!)** All other presentation types must select a subject category for the abstract.
  - Step 5 asks about presentation in **invited symposia**. Select N/A if you are not in an invited symposium. Otherwise, indicate which symposium you are in.

Step 6 is for students who wish to compete for awards. **Students may compete for only one award with a given abstract.** STUDENTS: PLEASE READ THE RULES FOR THE COMPETITION. They can be found at the meeting website: <http://burkclients.com/JMIH/meetings/2022/site/>.

- Use N/A if you are not part of a student competition. If you are a student and meet the requirements for competition, select your chosen competition. Answer both questions (oral paper & poster) for this step; one will be N/A, as you can compete for only one award with a given abstract.

- STUDENTS: If you have been **invited** to present a poster in a symposium and also wish to present the same abstract in a student poster competition, you may. **If you wish to use an abstract both for an invited symposium and a student poster competition, please indicate student poster competition (not symposium) when you submit your abstract. Then send an email to [marty.crump@nau.edu](mailto:marty.crump@nau.edu) informing that you will also present the poster in an invited symposium—and identify the symposium.**
- Step 6 also lets us know your session preference. If you are an invited speaker in a symposium, a student competing for an award, or presenting a lightning talk chose N/A, as the session will be decided for you. If your abstract is for a contributed oral presentation or a contributed poster, choose from the pull-down menu which major session group you wish to be included in.
- Step 7 asks for 4 KEYWORDS. Click on SUBMIT to complete the submission process once you have answered all the questions.
- All steps: all questions are “Required”. THE OXFORD ABSTRACT SYSTEM WILL NOT ACCEPT YOUR ABSTRACT UNTIL ALL QUESTIONS HAVE BEEN ANSWERED.
- Please print the submission after you select SUBMIT. You can edit the submission or answers to any questions up to the deadline for submission (31 March 2022).
- All steps: if you do not know the answer to a question, you can skip the question and return later to complete the submission process. If you have questions about any part of the process, please send an email to [marty.crump@nau.edu](mailto:marty.crump@nau.edu)
- If you have answered all the required questions, your abstract will be assigned a reference number and you will receive email confirmation via Oxford Abstracts. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return and complete all the questions.

## 2. Amending a submission

1. Log in to the submission system with the username and password you selected to initiate the process.
2. You will see a list of the abstracts that you have submitted. Click on the abstract you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously. Once you are finished, go to the last page and click on SUBMIT. YOUR CHANGES WILL NOT BE SAVED UNTIL YOU CLICK SUBMIT.
4. You will receive an email confirming that your abstract has been amended – provided you have answered all the required questions.

## 3. Withdrawing an abstract/Special requests

If you wish to withdraw an abstract, request a specific date for your presentation, or make other changes **before 1 May 2022**, please contact the JMIH program officer, Marty Crump ([marty.crump@nau.edu](mailto:marty.crump@nau.edu)). If you need to withdraw an abstract or make other changes **on or after 1 May 2022**, you will need to use the following form: <https://forms.gle/hXgv3xN14KSxFyoM7>. That is the only way to make changes after 1 May.