

AACA Abstract Submission Instructions

AACA has adopted a new software for abstract submissions for the AACA Meetings. Below are instructions for using the new software and submitting your abstracts for the 2017 Meeting. To access the AACA abstract submission software, please login to the [member's only section](#) and click on the link for abstract submissions.

Creating a profile

Upon your **first** visit to the AACA abstract submission site, you will need to create a profile. Your AACA Membership log-in information **will not** give you access to the submission site. Under the conference logo, there is a link that says "First-time user? Click here to set-up account." You will use this to go to the profile creation page. Each individual is required to fill out ALL of the required fields in **RED**, however completion of the entire profile page fields would be the best way for us to keep in touch with you.

Please note that the individual submitting the abstract should be the FIRST AUTHOR who will be presenting this research at the Annual Meeting (pending acceptance). **Please refrain from submitting an abstract on behalf of any individual other than yourself.**

After you've created your profile, please be sure to save your username and password. This is what you will use to login to the system and also submit future abstracts.

Reviewing the Abstract Parameters

As soon as you have filled out all of your information, you will be directed to the AACA Abstract Submission Parameters landing page. Included in this page are the formatting instructions and abstract examples for your reference. Please review and read ALL OF THE PARAMETERS.

Failure to comply with the abstract submission guidelines outlined on this page will result in your abstract being returned for resubmission that will be accompanied by a resubmission fee of \$20.

Once you have read through the guidelines and instructions, you will click the button at the bottom of the page that says "Begin the Abstract Submission Process." You will then be directed to the abstract submission form.

Abstract Submissions Form

Once you have been directed to the submission form, the first question is to identify your status. Please make sure that you select **all** that apply, this is important for award purposes (you can see award qualifications below).

There are several questions following that relate to your abstract and the content of your research. Questions that have a red arrow (>) are required and you will not be allowed to move forward with the submission process until those fields have been completed.

Once you have answered the questions, you will need to input your author and affiliation listing. In this textbox, you will be able to input your superscripts. Please ensure that these are formatted correctly. Also, don't forget that there is a maximum of three affiliation listings (institutional or departmental). If you are confused about the formatting, please refer back to the guidelines and take a look at the examples provided.

You will then be able to input your abstract title and the body content. Don't forget to follow formatting instructions with these fields.

The final question is an indication that you have read the guidelines and understand the repercussions of failing to follow said guidelines.

Submission Proof

After filling out the submission form, you will be directed to a proof of your abstract. If there are any issues with your abstract, click the edit button at the bottom.

Submission Notification

Next, you will move on to a reminder page regarding resubmissions and registration for the Annual Meeting.

Submitting and Thank you Page

Upon acknowledging those reminders, your abstract will be saved. If you are ready to submit your abstract for review, please click the "SUBMIT NOW for review." **If you submit, you will still be able to go in an edit the abstract until the submission deadline.** If you are not quite ready to submit the abstract, you can save the abstract and return later to submit.

After making one of those selections, you will be directed back to your list of abstracts. There, you can submit more abstract or edit the abstracts you have already submitted. You may also edit your abstract up until the deadline for submission. You can do this by using the same submission link and logging in with your account details.

***Please note that if you are having issues with the abstract submission form, contact PLANSTONE not AACA. You can do so by using the "Feedback and Support" button on the right side of the "My Abstracts" page. However, if you have a question regarding the guidelines please contact AACA HQ at abstracts@clinical-anatomy.org or 706-298-0287.*

Award Qualifications

Ralph Ger Award: This award is presented to one Associate Member whose abstract was accepted and presented at the AACA Annual Meeting for a Platform Presentation.

Sandy Marks Award: This award is presented to three Associate Members whose abstracts are accepted and presented at the AACA Annual Meeting for Poster Presentations. One award is given for each poster category: Basic Science, Clinical Science, and Education/History.

Tapan K. Banerji Doctoral Award: This award is given to one Associate Member (Post Doc/Resident) whose abstract was accepted and presented at the AACA Annual Meeting for Platform Presentation. This abstract must be in the category of Clinical Science.

Anatomical Services Award: This award is presented to one Regular Member whose abstract is accepted and presented at the AACA Annual Meeting. The presenter must be a technical or administrative staff member in an academic whole body donation program at an academic institution where bodies are used for anatomical and clinical educations. This research must be in the area of donor

preparation and management to include storage, tracking and special preparations, etc.; administration of donor programs; and other areas related to type and quality of donor preparation and management.