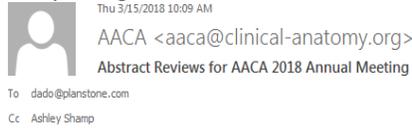


AACA Reviewer Instructions

First you will receive an email from AACA alerting you that your assigned abstracts are ready for you to review. The email will be titled "Important: Abstract Review Information for the 2019 AACA Annual Meeting." Within the body of that email, there will be a link to login to the review site, along with your unique login credentials. Below is an example of the type of email you will receive:



Dear Dado TestReviewer:

First of all, thank you for agreeing to review abstracts for the 2018 AACA Annual Meeting to be held in Atlanta, GA on July 8 - 12. I am impressed with your commitment to assist with this process and by how quickly you responded to my request for help.

To simplify the submission and review process, AACA has implemented a new software called Planstone. Please login to Planstone and review your assigned abstracts. To log in and start your reviews, please [click here](#). Username: **dado** Password: **testrev**. Do note that if you submitted an abstract for the meeting, you will NOT use the login details that you created for that purpose. For the reviews, please use the information on your login details provided in this email. The abstracts have all identifying information removed (e.g., author, institution) and will be numbered. There are two abstract categories – research based (hypothesis/data driven) and descriptive (conceptual, case report, procedures, historical, etc.). To assist in making this process easier for you, we've created a [step-by-step instruction guide](#) for reviewers.

After you login, please select "Abstracts to Review" at the top left of the page. Then, please complete your review using the form provided for each abstract by clicking on the paper icon below the Review column and next to the abstracts that you are assigned. **You are to submit your recommendations by March 26th at 2PM EDT, 2018 using the software.**

As a reviewer, you are asked to evaluate the abstracts based on the following guidelines.

1. Your first determination will be to assign the following designation to each abstract:

- Accept for presentation and publication in Clinical Anatomy
- Accept for presentation, but not for publication
- Reject

Please note: A significant goal of the Association is to encourage people to participate in the annual meeting. Members who submit quality work can expect their abstracts to be accepted for presentation (via platform, tech fair or poster) AND have their abstracts published in a future issue of Clinical Anatomy.

Members who submit work that is less mature, will be invited to present their research at the annual meeting (usually via poster) and gain feedback from the process, but the abstract will not be published in *Clinical Anatomy*. Only abstracts dealing with human or cadaveric subjects can be considered for acceptance. If you feel an abstract fits this description then you should designate it as "Accept for presentation but not for publication". You MUST

Once you click on the link, it will take you to the following screen:

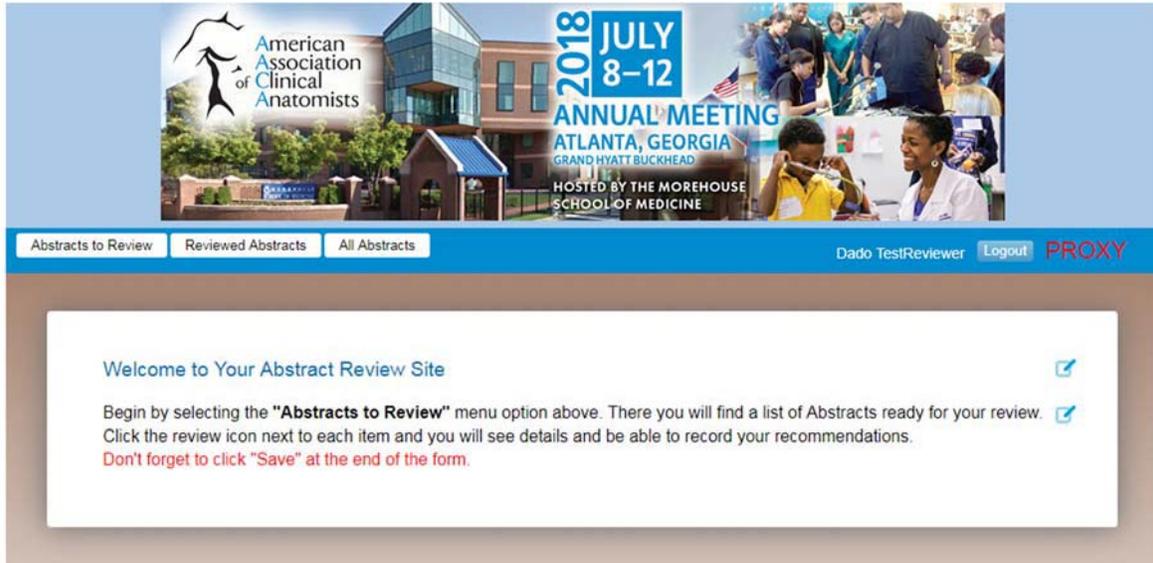
The image shows a login form with two input fields. The first field is labeled "Username" and the second is labeled "Password". Below the fields is a blue button with the text "Login".

[forgot your login? click here](#)

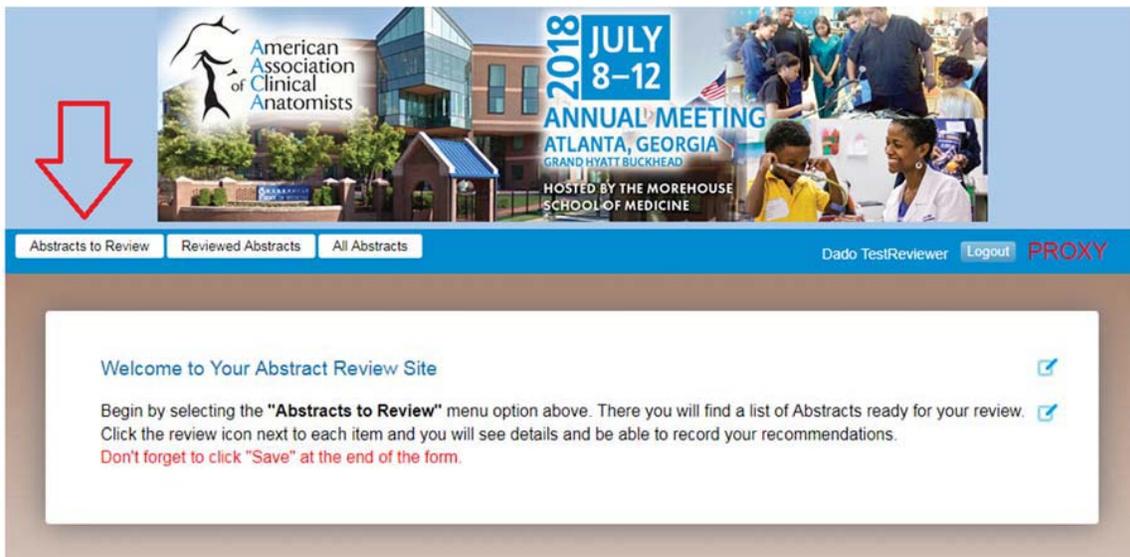
AACA Reviewer Instructions

You will need to login with the username/password that was provided in the email you just received. **If you have submitted an abstract for the meeting, DO NOT use that information.** This is a different module and will require a different login.

Once you login, your screen will look like this:



To start reviewing the abstracts you are assigned to, click on the top left tab entitled "Abstracts to Review." See below for where to click.



AACA Reviewer Instructions

After you click that, you will be taken to a screen that lists all of your abstracts that are assigned to you for review. Please click on the paper icon (next to the red arrows) to review each abstract.

Abstracts to Review

The submissions listed below are awaiting your review. As you complete reviews, they will drop off this list and move to the "Reviewed Abstracts" tab

Abstract Title or ID:

2 Abstracts

Review	ID	Abstract Title	Presentation Format	Category	Role
	10827	Test Submission 3	Poster Presentation	AACA Descriptive	Level 2 Reviewer
	10824	TEST TEST TEST	AACA Platform Presentation	AACA Research based	Level 2 Reviewer

Once you click on the paper icon, it will take you to one of the submissions you will need to review. On the left-hand side you will see the abstract submission (with the identifying information removed). On the right-hand side, you will find the form you will need to use to rate the abstract. Please review the general review criteria at the top. Then, fill out all of the form fields.

Abstract Submission

Please specify your status:
(Select the status that is most applicable)

Resident

Have you or your coauthors presented this data before?
No

Have you or your coauthors published this work before?
Yes

Where?
None of your business

Does your research involve the use of live animals?
Yes

If so, has IACUC approval been granted?
Yes

Does your research involve the use of live human subjects?
Yes

If so, has IRB approval been granted?
Yes

Desired presentation format:
Poster Presentation

Fields marked with red are required

Your Review of this Abstract

General Review Criteria

- *Abstracts will be judged solely on their scientific/educational merits
- *The reviewer must indicate the recommendation for the abstract:
 - o Accept for presentation and publication in Clinical Anatomy
 - o Accept for presentation but not for publication
 - o Reject
- *Abstracts that fail to follow the recommended content format or that are "incomplete" should be rejected
- *Abstracts that are accepted for presentation but not for publication OR rejected MUST be accompanied by a justification for that designation
- *Abstracts will be considered for one presentation format: Platform, Poster, or TechFair (please note that there will be limited Platform slots)

Please rate the abstract you are reviewing based upon the following criteria (1=lowest assessment; 5=highest assessment)

1 2 3 4 5

AACA Reviewer Instructions

When you're done filling out the fields, you have two options. To hit the "Save and Return" button, which will submit your feedback for this particular abstract and take you to the main screen that shows the abstracts that you have left to review. If you hit the "Save & Review Next" button, that will take you onto the next abstract for your review. You can continue this until you complete all of your reviews. Or as mentioned previously, if you need to come back after only reviewing some of the abstracts, you can simply hit the "Save and Return" button. This allows you to submit the current form and come back later. Hitting the "Cancel" button will cancel the review process for that particular abstract and will require that you come back in later and review. **Just note that we need your reviews submitted by Monday, March 19th at 2 pm Eastern.**

diagrams, angiograms, plain radiographs and computed tomography (CT) reconstructions. Audio and on-screen text commentary are used in conjunction with digital highlighting techniques to guide the student and explain the clinical relevance of anatomy. DESCRIPTION. To design a portable, handheld software package to provide an integrated method of revising clinical anatomy and radiology outside the conventional academic environment. SIGNIFICANCE. Anatomy podcasts provide an affordable and accessible method of teaching clinical anatomy, utilizing digital platforms that are increasingly available in the medical student population. Furthermore, they facilitate integration of basic and clinical sciences utilizing an extensive variety of anatomical imaging. Whilst podcasts cannot replace traditional methods of teaching, they provide a unique educational opportunity in an accessible, visually engaging and interactive environment.

Overall, I recommend Accept for presentation but no publication
 Rejection

Please indicate why above recommendation was made:

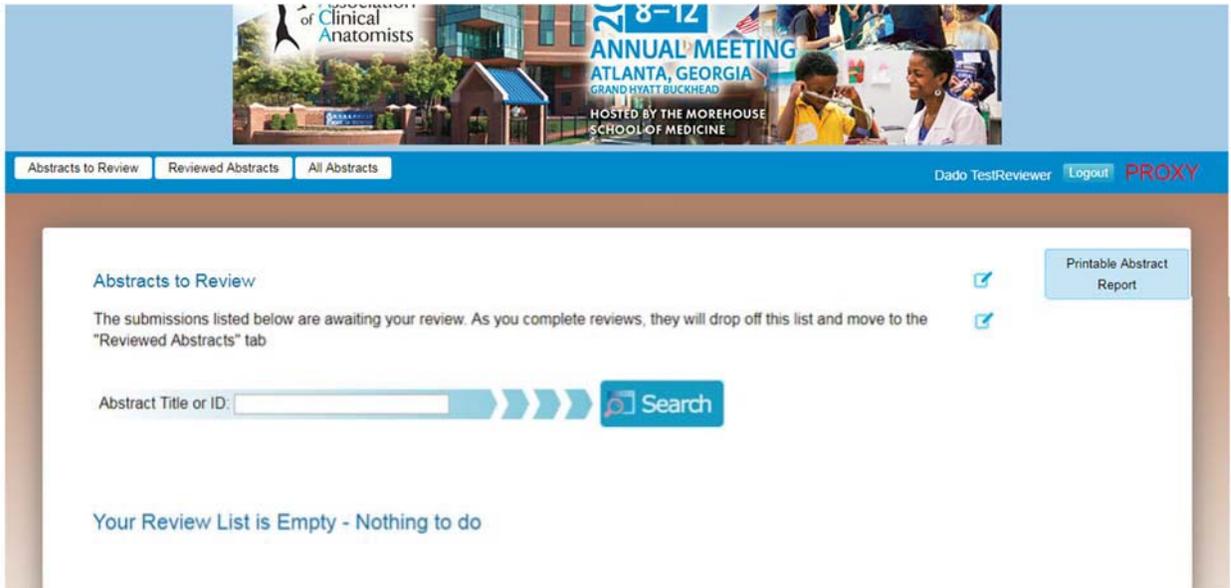
I recommend this abstract for: Platform
 Poster
 Techfair

Please indicate why this recommendation was made:

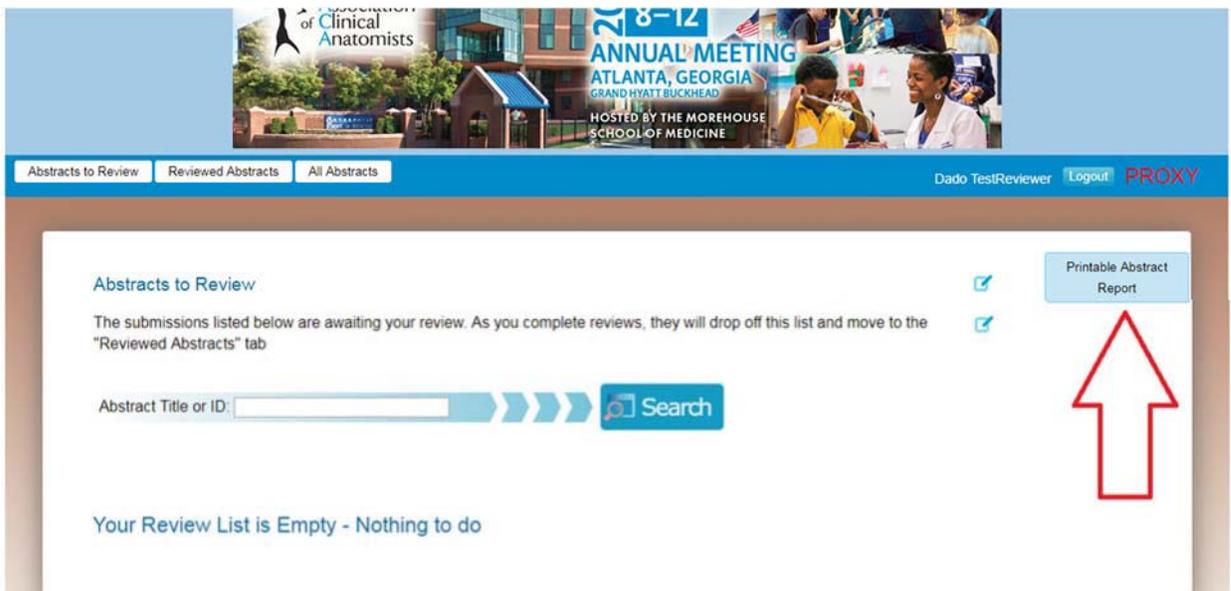
Thank you for your review of the abstract

Once you have completed all of your reviews, when you click on the "Abstracts to Review" tab at the top of the page, your screen should look like this:

AACA Reviewer Instructions



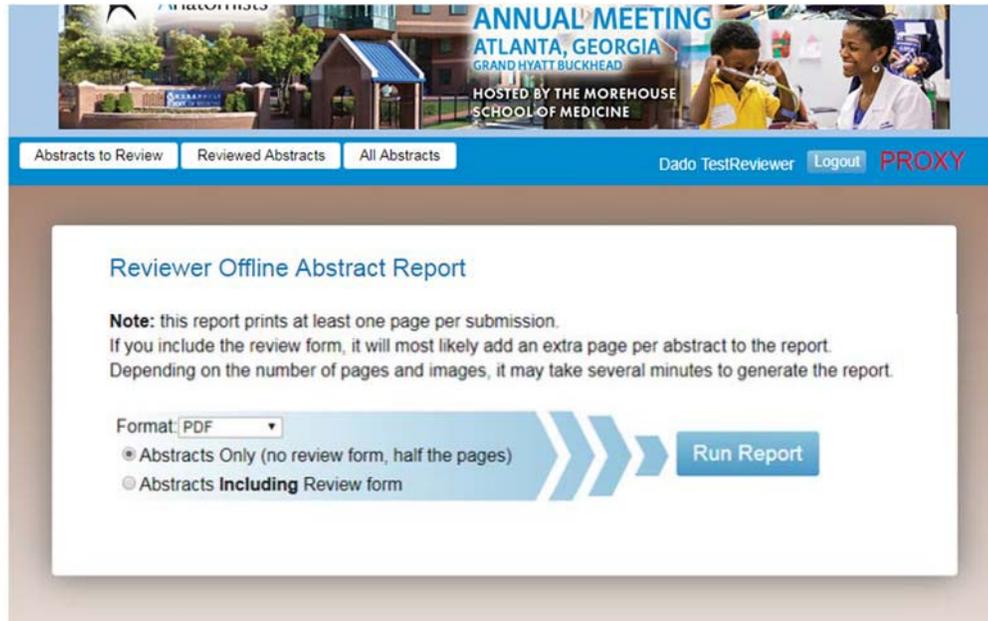
One thing you can do, if you're busy, is print out a report of the abstracts that are submitted. You can do this by clicking on the "Abstracts to Review" button at the top of the page. Then clicking on the "Printable Abstract Report" in the upper right-hand corner.



After you click that button, you will then be taken to a screen that asks you if you prefer to export the abstracts in .PDF or Microsoft Word format. Additionally, you can select just exporting the abstracts

AACA Reviewer Instructions

that you are assigned or the abstracts with the review form. DO NOTE that you will need to eventually login and submit your reviews electronically. However, this is a nice option if you prefer to review things offline or if you need to travel on an airplane and have some spare time!



The screenshot shows a web interface for generating an offline abstract report. At the top, there is a banner for the 'ANNUAL MEETING ATLANTA, GEORGIA' at the 'GRAND HYATT BUCKHEAD', hosted by 'THE MOREHOUSE SCHOOL OF MEDICINE'. Below the banner is a navigation bar with 'Abstracts to Review', 'Reviewed Abstracts', and 'All Abstracts' buttons. On the right of the navigation bar, it says 'Dado TestReviewer', 'Logout', and 'PROXY'. The main content area is titled 'Reviewer Offline Abstract Report'. It includes a note: 'Note: this report prints at least one page per submission. If you include the review form, it will most likely add an extra page per abstract to the report. Depending on the number of pages and images, it may take several minutes to generate the report.' Below the note is a 'Format' dropdown menu set to 'PDF'. There are two radio button options: 'Abstracts Only (no review form, half the pages)' and 'Abstracts Including Review form'. A blue arrow graphic points to the right, leading to a 'Run Report' button.

If you have any questions, please contact Kendra Tyner, AACA Program Coordinator, via email at kytyner@asginfo.net or by phone at 706-298-0287.