

# How to use the online abstract submission system

## Important information

- If you are submitting more than one abstract you can use the same login for each abstract.
- You can alter your abstract(s) at any time up to the deadline.
- Do not include author names in the title or body of your abstract — you will be able to enter names online during the submission process.

## 1. The submission process

- Log in to the submission system when you have prepared your abstract - enter your email address and the password you chose when you registered with the system.
- You will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you want to submit a new abstract you should click the link that says "Click here to submit a new abstract". If you are submitting an abstract to an organized session, click on the session title, if available. If you are submitting an abstract for a poster session, please click on "Poster Sessions."
- Submitting an abstract is a multi-step process. Each step asks several questions. Some questions are marked "required" and you will not be able to complete your submission until these questions have been answered. Note that you do not have to answer questions that are not required.
- If you have to stop part way through the process, your submission will be held in temporary storage until you return later and complete all the questions. When you log in again you can click on your incomplete abstract and resume submission.

## 2. Types of submissions and guidelines

- We distinguish the following types of proposals:
  - a. Individual paper proposals,
  - b. proposals for organized sessions,
  - c. proposals for discussion panels, roundtables, and workshops
  - d. poster sessions
- ISHPSSB encourages sessions that:
  - a. combine more than one disciplinary perspective
  - b. include participants from more than one institution and/or country
  - c. promote the interaction of junior and senior scholars
- The Program Co-Chairs, in consultation with the program committee and consistent with site constraints, promise to organize a rich, diverse, and high quality program. While it is the intention of the Society to be as inclusive as possible, the program officers have the discretion to reject papers or sessions that are inappropriate for the meeting or do not meet basic standards of communication. The Program Committee is available to assist program officers in judging borderline cases.
- No one may present in more than one session. An exception is made for those who organize another session, comment in another session, or give a short plenary address. Individuals may serve more than one function in a given session, e.g., as chair and presenter.
- Each regular session must have a minimum of three presenters.

- Topics that extend over two sessions are acceptable, but cannot extend over more than two sessions.
- Participants must pre-register for the conference in order to be included in the program.
- Individual paper proposals will be assigned to sessions by the program officers.

### 3. Submitting a Proposal for an Organized Session

- Abstracts are required for all session proposals and can be entered directly into the submission system.
- Organizers have two options for submitting a session proposal:
  - a. Organizers can collect abstracts and relevant information from all participants and then submit both session proposal and individual paper proposals.
  - b. Organizers can submit the session proposal and then ask participants to submit their individual paper proposals. Session participants will be able to identify the name of their session in the list provided.

### 4. Amending a submission

If you wish to alter your submission, you may do so at any time up to the deadline.

- Log in to the abstract submission system
- You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- Amending an abstract is the same as the original submission process except that the online form will automatically be filled in with the answers that you previously gave. You don't have to change an answer if you don't want to.
- When you reach the final step and press "Finish," you will be sent an email confirming that your abstract has been amended.

### 5. Queries

If you have any questions about the submission process, or you wish to withdraw an abstract, please contact one of the Program Co-Chairs:

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