



June 23-28 Montpellier, FRANCE

# Abstract Submission Instructions

**BioEM 2019**

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# Quick Summary

- Always enter site through <https://www.bioem.org>
- Login with your bioem.org credentials.
- Click 'New' or 'Copy' to start an abstract submission. Click 'Edit' to continue an incomplete submission.
- Complete the fields on each page moving between tabs at the top of the page. If you entered or updated information on any field click 'Save My Work' before moving to another tab. Never modify the URL in your browser to navigate to a specific step.
- Steps include title, authors, affiliations, details, summary, abstract, figures (optional), and review and submit. Submit the abstract using the 'Submit for Review' button on the Review and Submit page.
- Warnings and possible solutions will be shown near top of each page.
- If you 'Recall' an abstract to make changes, then you must be sure to click the 'Submit for Review' button after making the changes.
- A confirmation email will be sent to all authors immediately upon submission (or submission after recall). If you do not receive the email quickly (<30s), then please contact [office@bioem.org](mailto:office@bioem.org). Be sure to include the ID number (found to the left of the abstract).
- Detailed instructions including allowable character counts are available on the pages below.
- Appendices at the end of this document provide details on pasting content from MS Word, inserting equations, and inserting special characters.
- HTML formatting codes do not count toward the character count.
- Spaces do count toward the character count.
- Tables can be inserted directly into the body of the abstract using the editor buttons.
- Use the 'Remove' button to delete an abstract from the 'My Abstracts' page if not needed.

# Prerequisites

**PLEASE NOTE: The abstract submission system is not compatible with older versions of Microsoft Internet Explorer. Please download and use one of the following compatible browsers:**

- Google Chrome: <http://www.google.com/chrome>
- Firefox: <http://www.mozilla.org/en-US/firefox/new/>
- Safari: <http://support.apple.com/downloads/#safari>

**Link to the abstract submission system through**

<https://www.bioem.org/SubmitAbstract>

**You may login on this page using your <https://www.bioem.org> username and password used for the BioEM2014 to BioEM2018 submission. Your username is your first and last name (include capitals and the space), e.g. 'John Smith'.**

- Google Chrome, Firefox, and Safari are the preferred browsers. Internet Explorer will work, but is buggy for rich text editing and provides reduced functionality. Please avoid the use of Internet Explorer if possible. We are unable to fix IE issues at this time.
- It is not necessary to be a member of BEMS or EBEA to have a user web account
- Try the link 'REQUEST A NEW PASSWORD' on the landing page if you experience difficulties.
- If you have never logged in before, then please click the link 'REGISTER FOR A NEW ACCOUNT' on the landing page and follow the instructions. Note that new accounts can take up to 1 business day to validate, so please plan well ahead of the deadline.
- You can always return to your BioEM2019 abstracts by visiting <https://www.bioem.org/SubmitAbstract>. You may edit or view your draft or submitted abstracts. If an error is noticed after submission, you may use the 'Recall' button to unsubmit and edit your abstract. Remember to submit it again after corrections have been applied.
- Please do not modify the URL in your browser as you navigate through the abstract submission steps. Use the navigation tabs present near the top of each page.
- Please send inquiries related to technical problems to [office@bioem.org](mailto:office@bioem.org).

# My Abstracts page

- After logging in, <https://www.bioem.org/SubmitAbstract> will bring you to 'My Abstracts', containing a list of all abstracts created for all meetings for which you are an author. If you created the abstract, then you are also considered an editor. Please note that only the editor of an abstract has edit privileges. Authors, if not also editors, do not have edit privileges.
- Abstracts in draft mode will appear with an 'Edit', 'Remove' and 'Copy' option. 'Edit' will allow you to make changes to the abstract, 'Remove' will remove the abstract from the system, and 'Copy' will allow you to create a new abstract with information prefilled from an existing abstract. This is especially useful for abstracts with common authors and affiliations. Please note that 'Copy' does not modify the original abstract in any way.
- Abstracts that have been submitted will appear with 'View', 'Recall' and 'Copy' options. 'View' will display the abstract. 'Recall' will put an abstract back into draft mode to allow editing. 'Copy' will perform the same function as in draft mode explained above.

## To create a new abstract

**Option 1: create a new abstract with no previously existing information. [Note: in some cases you can save time with Option 2 (see below) to copy information from an existing abstract]**

### Step 1

Select 'New' at the top of the 'Actions' column.

New tabs will appear to the right of 'My Abstracts' allowing for navigation through the Abstract Submission System. You may return to the abstract list at any time by clicking 'My Abstracts'. Please note that the information entered needs to be saved ('Save My Work') before moving to another tab.

Within each tab a 'Preview Abstract' area, at the bottom, will display all the information saved to the abstract. A list of 'Warnings' will appear for tabs that contain errors or missing information.

Complete information on each Tab as follows.

### Step 2: Title

Enter the title of your abstract. Must be between 50 and 250 characters. Save your work to the database by clicking 'Save My Work' before moving to the next step.

### Step 3: Authors

- Enter the first and last name of each author in order of appearance. As you type in the name of the author a dropdown list of names will automatically appear. Select the appropriate name of the author from the list (no need to complete typing of the name) and click 'Verify' or 'Save My Work' to add the selected author to the abstract.
- If the drop down list does not appear, or the name is not listed, then the author likely does not exist in the database. Please check your spelling and correct if needed. If the author still does not appear in a drop down list, then clicking the 'Verify' button will re-direct you to the 'Create a New Author' option. Verify the first and last name of the author (modify if needed) and enter the correct email address of the author. Click 'Update Database and Return to Authors' to insert the new author into the database. The new author will then appear in the author list for the abstract. NOTE: Failure to input a valid email address for the author may result in rejection of the abstract since each author will be contacted upon submission.
- Additional authors can be added using 'Insert Above' and 'Insert Below'. The order of authors can be adjusted by using the 'Move Up' and 'Move Down' buttons under the 'Move' column. Authors or blank/unknown entries can be removed using 'Remove'.

### Step 4: Affiliations

- Enter the Institutional Address of each Author.
- A list of author names is displayed with a checkbox next to each name. Use the checkboxes to associate the current affiliation with the authors of the abstract. Press the 'Save My Work' button after making changes and repeat for each affiliation.
- To add a new affiliation to an abstract use the 'Insert Before' or 'Insert After' buttons. If the current affiliation in focus has an index of  $i$ , then 'Insert Before' will increment all affiliations with index  $i$  and higher by one and insert a new affiliation at index  $i$ . 'Insert After' will increment all affiliations from  $i+1$  and higher and insert a new affiliation at index  $i+1$ . The inserted affiliation will be created using the contents of the entry fields, radio buttons and drop list.
- Navigate to an affiliation using the 'Previous' and/or 'Next' buttons.
- To delete an affiliation, navigate to the affiliation to be removed, then click the 'Remove' button. The affiliation will be deleted immediately. The 'Remove' button only deletes one affiliation at a time and does not affect the author list.

## Step 5: Details

- Select the presentation type that you wish to be considered for. Please note that the Technical Program Chair will ultimately decide on the presentation type. DO NOT select Plenary/Tutorial/Workshop as presentation unless you have been invited to present your abstract in one of those sessions at the meeting.
- Select the most appropriate keywords in the Research Area dropdowns.
- Select the most appropriate research status from the Research Status drop-down.
- Type the name of the presenting author into the entry field (works similarly to Authors above). Please note that the presenting author is expected to attend the meeting. Failure to attend the meeting will result in automatic withdrawal of the abstract and removal from all booklets.
- Type the name of the senior corresponding author into the entry field (works similarly to Authors above).
- If you wish the abstract be considered for a student award then please select Yes from the drop-down list. Only one presentation from a student will be considered; therefore, students should select No from the drop-down list for all other abstracts. To be considered, the student must be enrolled in an academic institution at the undergraduate or graduate level. Post-doctoral fellows are not eligible to participate in the student awards. The student must be first author on the abstract. The student must attend the meeting and present the abstract.

## Step 6: Summary

- Enter a summary of your abstract. Text only, must be between 150 and 750 characters.
- To paste text from elsewhere, use the 'Paste as Plain Text' or 'Paste from Word' buttons on the toolbar bar located at the top of the text field.

## Step 7: Abstract

- Should include text and images (1500 – 12000 characters).
- Please include descriptive headings such as Introduction, Methods, Results, Discussion, Conclusion, and References. Please format these as Heading 1 from the drop down list on the toolbar.
- Subheadings (optional) should be formatted as Heading 2 from the drop down list on the toolbar.
- Body text should be formatted as Paragraph from the drop down list on the toolbar.
- See the Appendices for information on inserting equations (Appendix 1), inserting special symbols and Greek letters (Appendix 2), and inserting text from Microsoft Word documents (Appendix 3).
- Do not include address information, email addresses, or author names.
- Do not include a title.
- Tables may be added into the body of the abstract using the toolbar buttons. Please move your mouse over top of each button to determine its function. Alternatively, html table markup can be used if rich-text is disabled.
- Please note that all characters, including hidden markup related to special formatting, tables, and other HTML codes are NOT counted toward the final character count.
- The final character count includes spaces.

## Step 8: Figures

- Up to 3 Figures are permitted. Figures are optional.
- Before uploading to online abstract, figures should be named as follows: fig\_abstractNID\_fig#.ext, e.g. fig\_29730\_1.jpg, would be for abstract with ID 29730 and figure 1 of 3; ext can be jpg, png, gif, jpeg.
- Browse files and select a figure to upload. Although png file format is preferred, formats such as gif, jpg, and jpeg are allowed. Images should be 2400 x 2400 pixels maximum, 600 x 600 pixels minimum. Click 'Upload Image' to upload the image file to the website.
- Use 'Replace Image' to remove or change the image.
- Caption can be up to 2000 characters maximum (25 characters minimum). Do not include the text indicating the figure number in the caption (e.g. Figure 1).
- Figures lacking an image and caption will not be shown in the final version of the abstract. To reduce the size of the image inside the abstract select a scaling factor from the Scale Factor drop-down list. Options range from 20% to 100% of the width between the margins.
- The Scaling Direction is set automatically to Horizontal and is not changeable.

## Step 9: Review & Submit

This form will display any warnings that need fixing. Please follow the instructions and use the tabs to navigate to the section needing attention. Once all warnings have been suppressed, then the 'Submit For Review' button will appear. If you do not see the 'Submit for Review' button it means that the abstract did not pass all validation checks. A list of warnings (example below) will be displayed under Check and Fix Warnings. Please fix the errors by navigating to the relevant tab. After all warnings are fixed the 'Submit for Review' option will appear. Review the abstract carefully. When satisfied, click on 'Submit For Review' to enter the abstract into the review process. A verification email will be sent to the email address linked to your account. To change your account settings please send the user name and email address along with your request to office@bioem.org.

The screenshot shows a navigation bar with tabs: My Abstracts, Title, Authors, Affiliations, Keywords, Summary, Abstract, Figures, and Review. Below the tabs, a 'Check and Fix Errors' section is active, displaying a warning: 'The summary has 43 characters. The summary must contain at least 150 characters. Please increase the number of characters. Character count includes hidden formatting codes. Please click 'Disable rich-text' to see hidden codes.' Below this warning is a 'Preview Abstract' section.

## Option 2: copy from an existing abstract

### Step 1: Copy abstract

Select 'Copy' next to the abstract to be used as a template.

### Step 2: Edit abstract details

Complete and/or edit the details of the abstract that differ from the first (see Option 1 for completing each section). For example, some of the authors and affiliations may be the same and can remain unmodified.

## Recalling an Abstract:

If you have submitted an abstract for review, but would like to edit or withdraw the submission, then click the 'Recall' button next to the abstract on the 'My Abstracts' webpage. The abstract will revert to draft mode and can be edited. When the edits have been made, please resubmit the abstract as before. If you wish to withdraw the abstract, simply leave in draft mode. When you are fully sure that the abstract will no longer be needed, click 'Remove' within 'My Abstracts' to remove the abstract from the list. Abstracts left in draft mode will not be reviewed and will not be included in the meeting program. Abstracts that have been removed from the list will not be reviewed and will not be included in the meeting program. If you wish to recover a removed abstract, then contact [office@bioem.org](mailto:office@bioem.org) with a request.

## Troubleshooting:

To recover a removed abstract prior to the submission deadline, please contact [office@bioem.org](mailto:office@bioem.org) with first author and title.

Contact [office@bioem.org](mailto:office@bioem.org) if you experience difficulties with your abstract submission. We are glad to help.



# Appendix 1: Inserting equations

The simplest method for creating equations is to use the equation editor at <http://www.codecogs.com/latex/eqneditor.php>.

1. On the codecogs webpage, create the equation using the symbol buttons and entryfield
2. Number the equation by inserting the reference to the right of the equation, for example '(Eq. 2)'
3. Download an image to your computer using the 'Click here to Download Image (GIF)' link on the codecogs webpage.
4. Navigate to the long abstract edit page of your abstract.
5. Insert the image of the equation using the camera icon.



6. For consistent appearance please use center alignment to display the image

For consistent appearance of all abstracts, please use the following settings (default settings at codecogs)

- gif (image format)
- san serif (font)
- transparent (background)
- 10pt (font size)
- 110 (output resolution)
- do not check inline or compressed

Example Equation (center aligned):

$$\oint \vec{F} \cdot d\vec{s} = 0 \quad (\text{Eq.3})$$

NOTES:

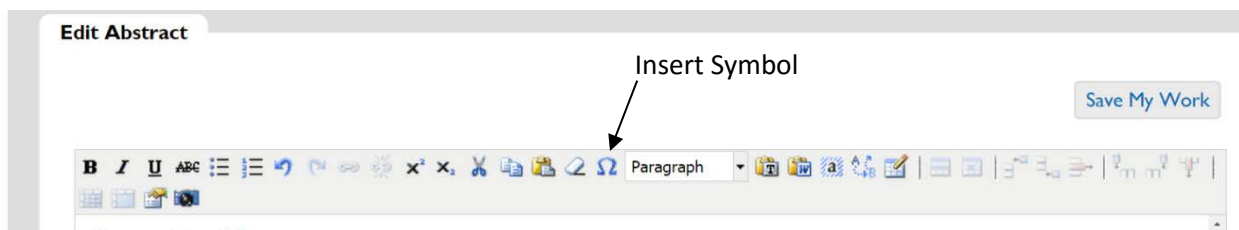
1. The image representative of the equation will be saved in a folder called 'My Images' and can be re-used in other abstracts by the same submitting author.
2. The equation editor utilizes LaTeX, so for the above example the corresponding LaTeX is:  $\oint \vec{F} \cdot d\vec{s} = 0$  (Eq. 3)
3. Note the use of the 'thick space' elements to add space between the equation and the equation number.

# Appendix 2: Inserting symbols

## BEST METHOD:

Adding special characters to your document is a simple process that involves:

1. Placing your cursor at the insertion point.
2. Click the 'Symbol' icon in the toolbar (indicated by the arrow in the image below). If the toolbar is not visible, then you are likely using an incompatible browser such as Internet Explorer. Please open the abstract in a different browser, such as Google Chrome, Firefox or Apple Safari.



3. Select the character you would like to insert. Clicking on the character will insert it immediately and return you to the edit box.

## ALTERNATIVE METHOD:

An alternative way to add special characters to your document, is to 'disable rich text' in the text edit window of the document. This link is usually found at the very bottom of the text edit window. You will then see the HTML version of the document. HTML codes are surrounded by the symbols '<' and '>'. To add a special character, do the following.

Find the special character using tables available on the web. A good table can be found at <http://htmlhelp.com/reference/html40/entities/symbols.html> another is located at [http://webdesign.about.com/library/bl\\_htmlcodes.htm](http://webdesign.about.com/library/bl_htmlcodes.htm)

Note the decimal code for special character.

Move your cursor to the insertion point.

Type in the decimal code, including the leading ampersand and trailing semicolon.

To view the rendered character, switch back the text editor to rich text format by clicking 'enable rich text' at the bottom of the text edit window.

# Appendix 3: Inserting text from Microsoft Word documents

*NOTE: This feature does not work with most versions of Internet Explorer. Please use Google Chrome, Firefox, or Safari instead. If unable to use a compatible browser, then please click 'Disable rich-text', then paste into the raw text window and delete formatting codes manually. See additional information below.*

Please do not copy and paste directly into the text edit box from Microsoft Word.

Rather, use the 'Paste from Word' feature available through the toolbar (indicated by the arrow in the image below).

1. Select and copy the relevant text from MS Word.
2. Insert your cursor into the edit box at the point where you would like to insert the text.
3. Click on the 'Paste from Word' icon in the toolbar to display the paste box.



4. Insert your cursor into the paste box and paste the text into the paste box. For example, on a Windows PC press 'CTRL+V' on your keyboard.
5. Press the 'Insert' button.

**NOTE:** In a direct paste, hidden formatting codes will be copied into your abstract. These hidden codes count towards the final character count of the abstract. They also introduce formatting errors into the abstract, which are difficult to fix manually. To view and remove these stray formatting codes, please 'Disable rich text' then delete the formatting codes manually. Click 'Enable rich text' to view your abstract. Alternatively, select the text that contains the hidden codes and click the 'Remove Formatting' button on the toolbar (i.e. the one that looks like an eraser).