



ASNR Format Guidelines and Submission Instructions for ASNR Invited Speaker Online Site

IMPORTANT! The information entered in your summary file will be downloaded to create all of the printed materials for the ASNR 42nd Annual Meeting, including the *Proceedings Book*.

Enter all information exactly as you want it to appear in print in the Proceedings Book.

Please note: The ASNR Invited Speaker Online Submission Site does not have a tool to check spelling. Please check your spelling using your word processing software.

SOFTWARE REQUIREMENTS FOR ONLINE SUBMISSION

The ASNR Invited Speaker Online Abstract Submission site allows uploading of word processor files into the system for instant conversion. To use this feature, we recommend using Netscape 4.73 or higher or Microsoft Internet Explorer 5.0 or higher (for best results use Internet Explorer 6.0). The Cookies and JavaScript needed are automatically loaded unless disabled by the user or network administrator. If you have trouble using the submission site, check with your network administrator who should be able to make the needed adjustments to enable the Cookies and JavaScript needed for the submission site.

Step 1 TO START, GO TO: www.asnr.org/2004

After entering the web address above, click on "**Click here to submit presentation summary**". A login screen will show on your screen. Login by using the personal login name and password provide in your original ASNR 2004 Invited Speaker Material email.

After logging in, you will see a list of "submission types." These types include any abstracts you may have entered, roles (such as "Moderator") to which you have been assigned, and invited presentations. Scroll down until you see the Invited Speaker" section. Your presentation title(s) have already been entered for you. Click on the link for each presentation to open it. The information you need to provide for each presentation includes the presentation summary, disclosure and if you are not an ASNR member, a biography.

Step 2 ENTERING PRESENTATION SUMMARY

You can prepare your summary in advance using a word processor. You can also type it directly into the system.

The system offers two methods to enter your summary from an existing document.

1. To paste text or type text into a form, click on the “Enter/Edit Abstract Text” link. In the box, type or paste in your text. If you are using Internet Explorer 5.5, you will see a row of buttons at the top of the box which you can use to apply local formatting (bold, underline, italic, super and sub scripting, etc.). When you are finished, click the “Continue” button.

2. To upload a word processing file, click on the “Upload a file containing your abstract” link. The system will prompt you to locate the file on your computer (use the “Browse” button to open your computer’s file manager). After you have specified the file, click the “Continue” button.

Formatting Guidelines

Formatting

1. The completed abstract will automatically be converted to Times New Roman font for text and Symbol font for symbols (DO NOT USE A THIRD-PART SYMBOL FONT!). **Other symbol fonts will not be accepted.**
2. Set all text as flush left, unjustified, wrapping text as you type. Press Return to begin a new paragraph only.

Style Preference

- Acronyms should be defined on first use, spelled out followed by the acronym in parentheses.

Example: National Institutes of Health (NIH)

- Symbols should be typed as they should appear.
- Numbers at the beginning of a sentence should always be spelled out.
- References should be typed as they appear in the *American Journal of Neuroradiology (AJNR)*.

Length

Presentation Summaries may be a maximum of 500 words in length not including the title or author listing. A table or a graphic image counts as 50 words.

Step 3. ENTERING BIOGRAPHY (if not an ASNR member)

The Biography step works just like the Presentation Summary step. When you have finished entering your biography, click the “Continue” button.

Step 4. ENTERING DISCLOSURE INFORMATION

All submitters are required to complete the ASNR disclosure statement. The drop down box makes it easy to disclose any relationship that may influence or bias one's presentation or which, if known, could give the perception of bias. Just check the appropriate boxes and enter the name of the company or organization where requested. When you have finished entering your disclosure information, click the “Continue” button. The system allows disclosure of up to 4 relationships. For more than 4, please provide the information on the printed form enclosed in your speaker packet and submit it to ASNR.

Step 5. VERIFYING YOUR SUBMISSION

After you submit the Disclosure, you will see the “Review my work” page. This page will display the control number, date/time stamp, title, your institutional information, and the text of your summary and biography.

Please proofread carefully for factual, spelling, and graphic size errors. The summary will be published as shown in the online system confirmation.

Corrections

Corrections to the presentation summary, biography or disclosure statement can be made by clicking on the respective links found on the navigation menu on the left of the screen. The deadline for corrections is Tuesday, January 27, 2004

To make corrections to the other data, contact the ASNR office at the address below.

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PLEASE NOTE:

The presentation is ready for publication when the term “This submission is completed.” is displayed in the Summary Section.

FOR TECHNICAL ASSISTANCE

For technical assistance with the ASNR abstract online submission system, please contact:

ASNR Abstract Management Contractor:

C.T. Technologies, Inc.
Phone: (217) 398-1792
Fax: (217) 355-0101
Email: support@abstractsonline.com
