IMPORTANT INFORMATION – PLEASE READ!

- If you are submitting more than one abstract you can use the same login for each abstract.
- Registration to attend the meeting is done through a separate online system accessed from the Registration Information page and requires a separate login username and password. Your username and password are not the same for the two systems unless you created the same one for the two systems.
- You can alter your abstracts at any time up to the deadline (18 March 2016)
- Do not include author names in the title or body of your abstract.
- Each presenter must register for the meeting (http://conferences.k-state.edu/joint-meeting/)
- Each presenter may give only one oral paper and one poster
- Students: Students wishing to compete in ASIH, HL, SSAR, and AES competitions MUST be members in good standing of the respective society. Students may compete for only one award with a given abstract.
- We now have the option of oral “lightning” talks (5 minutes, 10 slides maximum, no questions from the audience following the talk; lightning talks provide a good forum for presenting preliminary research or for putting out a call for data, feedback, or collaboration). If you plan to give a contributed oral paper, indicate whether your abstract is for a “lightning” talk or a regular 15-minute talk (step 4). If your abstract is not for an oral presentation, choose “N/A” in answer to this question.

1. Submitting an abstract
   A. Important Information

   1. You must go to the Submitting Abstracts page of the JMIH website at http://conferences.k-state.edu/joint-meeting/presentation-information/abstract-submission/ and register/create a new account with the abstract submission system before you can access the abstract submission form. You will get an email with a PDF (these instructions). Please remember your abstract system password. If you lose your password, please send an email to marty.crump@nau.edu.

   2. If you are submitting more than one abstract, you can use the same email address and password for each abstract.

   3. Abstracts are required for all papers, posters, and invited symposium presentations. Abstracts will be entered directly into a box on the submission page. You do not need to use a template or upload a file. You can cut and paste directly from Word or copy any text into the box.

   4. Each abstract must fit within the abstract template (250 words). Please use size 10 pt. Arial font.

   B. Preparation of Your Abstract

   1. The title should be as brief as possible but long enough to indicate clearly the nature of the study. PLEASE USE A MIX OF UPPER AND LOWER CASE LETTERS FOR YOUR TITLE (e.g., Diet of the Gopher Tortoise, Gopherus polyphemus). Do not place a hard return at the end of the title. PLEASE DO NOT USE ALL CAPS.
2. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. Do not include figures or tables of data. Do not use tabs or indentations. The abstract must be a single paragraph that is no more than 250 words in length. DO NOT USE HARD RETURNS AT THE END OF SENTENCES.

3. EACH PRESENTER IS ALLOWED TO GIVE ONLY ONE ORAL PAPER AND ONE POSTER.

4. EACH PRESENTER MUST ALSO REGISTER TO ATTEND THE MEETING (http://conferences.k-state.edu/joint-meeting/).

C. The Submission Process

1. Log in to the abstract submission system when you are ready to submit your abstract. To log in, enter your email address and the password you chose when you registered with the abstract submission system (step A1).

2. When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system you should click the link that says "Click here to make a new submission."

3. You can use the directional arrows at each step (lower left hand corner) to navigate among the steps.

4. Submitting an abstract is a multi-step process. Each step asks several questions. Please answer all questions.

- Step 1 inputs the Title and the Abstract. The title should be short and informative. Please use a mix of upper case and lower case letters (e.g., Diet of the Gopher Tortoise, Gopherus polyphemus). The second part of step 1 inputs the abstract. You can type it in directly, cut and paste from Word, or cut and paste a text file. There is a blue bar with several symbols for a variety of functions (left to right: Bold, Italics, Superscript, Subscript, Symbols, lists, cut, copy, insert plain text, insert from word, select all, undo). Please make sure your abstract appears publication ready when you view it (e.g., scientific names in italics). The third part of step 1 asks if all authors approve of the abstract you are submitting. Please confirm that all the authors are aware of the submission by clicking the box that indicates all authors have seen the submission. Please check the box that informs you the abstract will be published electronically and in paper. Click the NEXT arrow when you are done with this step (lower left hand corner of page).

- Step 2 asks for affiliations and authors. The affiliations are short and include Institution name, City, State/Region, and Country. You can type the first couple of country letters and the box should populate or it will navigate you within the pull-down menu. The order of affiliation must match the order of author (i.e., affiliation 1 is for author 1, affiliation 2 is for author 2, affiliation 3 is for author 3, affiliation 4 is for author 4, etc.). Please use a mix of upper and lower case letters for both the affiliations and the author’s names. If there is more than one author, please indicate the presenter by using the radio button next to the name of the presenter. Click the NEXT arrow when you are done with this step.

- Step 3 asks for additional information about the submitter regarding job status, membership, and meeting participation. The first two questions are answered using pull-down menus and the last two are yes/no questions regarding participation in the meeting. If you are a member of multiple societies and the proper combination is not available in the drop down menu, please pick your main society for the purposes of the 2016 meeting. Click the NEXT arrow when you are done with this step.

- Step 4 asks about discipline (herpetology or ichthyology) and the type of presentation (pull-down menu: contributed oral paper, contributed poster, invited symposium, student oral paper, student oral competition, student poster, student poster competition). Step 4 also asks for the subject category that best describes your abstract. If you are in an invited symposium, special paper session, or in a student competition, pick N/A for this part of Step 4. If you are part of an invited symposium, you will know. All other presentation types must select a subject category for the abstract. A final question that must be answered concerns the newly-instituted “lightning” talks (5-minute talks, 10 slides maximum, no questions from the audience). This is a required question. If your abstract is not for a contributed oral paper, chose N/A from the options. If your abstract is for a
contributed oral paper, choose either 5-minute lightning oral presentation or 15-minute oral presentation. Click the NEXT arrow when you are done with this step.

- Step 5 asks about presentation in invited symposia. Use N/A if you are not invited to present a symposium or special session paper. Click the NEXT arrow when you are done with this step.

- Step 6 is for students who wish to compete for awards. **Students may compete for only one award with a given abstract.** Students: Please read the rules for the competition. They can be found at the meeting website (http://conferences.k-state.edu/joint-meeting/). Use N/A if you are not part of the student competition. If you are a student and meet the requirements for competition, select your chosen competition. Answer both questions (oral paper & poster) for this step; one will be N/A, as you can only compete for one award with a given abstract. Click the NEXT arrow when you are done with this step.

- Step 7 lets us know your session preference. If you are an invited speaker in a symposium or if you are a student competing for an award, chose N/A. If your abstract is for a contributed oral presentation or for a contributed poster, chose which major session group you wish to be included in (AES, ASIH Ichthyology, Herpetology, or NIA). Click the NEXT arrow when you are done with this step.

- Step 8 asks for 4 KEYWORDS. Select FINISH to complete the submission process after you complete step 8.

All steps: all questions are “Required”. PLEASE NOTE: WE CANNOT ACCEPT YOUR ABSTRACT UNTIL THESE QUESTIONS HAVE BEEN ANSWERED.

Please print off the submission after you select FINISH. Please check the answers for accuracy. You can edit the submission or answers to any questions up to the deadline for submission (18 March 2016).

All steps: if you do not know the answer to a question – for example you may not be sure in which category your abstract should be presented – you can skip the question and return on a later occasion to complete the submission process. If you have questions about any part of the process, please send an email to marty.crump@nau.edu.

If you have answered all the mandatory questions, your abstract will be assigned a reference number and you will receive email confirmation via Oxford Abstracts. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return and complete all the questions.

2. **Amending a submission**

You may wish to change your answers to some of the questions on the submission form or change the abstract itself.

1. Log in to the submission system with the username and password you selected to initiate the process.

2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.

3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you can move through the document using the directional arrows in the lower left-hand corner of each step.

4. If you want to edit your submission, you can do so onscreen. Once you are finished, use the arrows to click to the last step and click FINISH. YOUR CHANGES WILL NOT BE SAVED UNTIL YOU CLICK FINISH.

5. You will receive an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.
3. **Withdrawal an abstract/Special requests**

If you wish to withdraw an abstract or need to request a specific date for your presentation, please contact the JMIH program officer, Marty Crump (marty.crump@nau.edu).