Online Abstract Submission FAQ

This page contains helpful information to guide you through the online submission process.

Index

1. Author/Institutions
   a. How do I add an author/co-author to my abstract?
   b. How do I add an institution(s) to my abstract?
   c. How do I organize my authors?

2. Formatting/Special Symbols and Characters/Tables and Figures
   a. How do I add bold, underline, or italics to my abstract?
   b. How do I enter superscript and subscript characters?
   c. How do I add symbols and Greek characters?
   d. How do I add a table or figure?

3. Spell Checking and Importing Text
   a. Can I spell check my abstract?
   b. Can I import text from another document?

4. Abstract Length
   a. How long can my abstract be?

5. Viewing and Printing Your Abstract
   a. Can I view the information I’ve entered and see how it will appear in the abstract?
   b. Can I print a draft of my abstract?
   c. Can I preview the abstract as it will be published?

6. Finalize My Abstract
   a. How do I complete and submit my abstract?

7. Technical Support
   a. Other questions or issues?
1. Author/Institutions
   a. How do I add an author/co-author to my abstract?
      You can add an author, co-author or presenter in Step 3 by selecting the type of author and filling out the required fields identified by the * symbol.

   b. How do I add an institution(s) to my abstract?
      You can add Institutions in Step 3 by clicking Add Institution and then filling out the required fields identified by the * symbol. After an Institution has been added, you can link it to the desired author by clicking Edit Author next to the author(s) name, alternatively, you have the option to add an institution upon adding an author.

   c. How do I organize my authors?
      You can organize your authors in the order you would like them to appear by clicking the “Up” or “Down” buttons listed to the left of the author’s name. This will be the order that they appear in the final abstract.

2. Formatting/Special Symbols and Characters/Tables and Figures
   The abstract text editor works similar to popular document programs. The diagram below will show you how to bold, underline, or italics, add superscripts, subscripts and Greek characters to your abstract. Also the ability to add a table and figures right to your abstract body is shown in the diagram. The text editor also allows you to resize the abstract area by clicking in the lower right-hand corner and dragging the corner to the desired size.
3. Spell Checking and Importing Text
   a. Can I spell check my abstract?
      Yes. Click the spell check button on the text editor. Any misspelled words will now be underlined in red. Right-click, or Control-click for Mac, the word and you will have a list of suggestions.
   b. Can I import text from another document?
      Yes. You can copy text from another document and paste it into the online text boxes.

4. Abstract Length
   a. How long can my abstract be?
      The character count includes only the abstract title, author names and abstract body.

      There is an automatic character counting system displayed on the top of each page. The character count does include spaces. Scroll over the Question Mark to see the breakdown of your character count. You will not be able to submit your abstract if the abstract is longer than the required character count (2400 characters).

      The character count at the bottom of the abstract body will only show the total number of characters that are within the abstract body.

5. Viewing and Printing Your Abstract
   a. Can I view the information I’ve entered and see how it will appear in the abstract?
      After you have finished with Step 1-5, you will be able to review your abstract in Step 6.
   b. Can I print a draft of my abstract?
      You will have the option to print your abstract in Step 6.
   c. Can I preview the abstract as it will be published?
      In Step 6 there will be the Publish view of your abstract. This is how it will look once it is published.
6. Finalize My Abstract  
a. How do I complete and submit my abstract?  
After you have reviewed your abstract thoroughly, and you have met the character count limitation you will have the ability to Submit your abstract in Step 6. You will not be able to make changes to your abstract after submitting.

7. Technical Support  
If you have any other questions please contact us at support@prolibraries.com or call us at (800)679-3646 M-F 8am-5pm EST.