

The Teratology Society
How to Use the Online Abstract Submission System

1. Submitting an Abstract

A. Important Information

1. If you are submitting more than one abstract, you can use the same email address and password for each abstract.
2. Abstracts should be no more than 350 words in length—not including Title, Authors or Affiliations.
3. Use of graphics, graphs, or tables in the abstract is not permitted.

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 format your title in title case: use capital letters for the first letter in the principal words. Articles, conjunctions, and prepositions do not get capital letters unless they start the title. No period is needed at the end of the title
2. Do not enter authors and affiliations in the title or body of the abstract. You will be prompted to enter this information online during the submission process.
3. Abstracts should state briefly and clearly the purpose, methods, results, and conclusions of the work.

Introduction: Clearly state the purpose of the abstract.

Methods: Describe your selection of observations or experimental subjects clearly.

Results: Present your results in a logical sequence.

Discussion: Emphasize new and important aspects of the study and conclusions that are drawn from them.

Please note you should not include the headers “Introduction, Methods, Results, or Discussion” in your abstract. The format above is a guideline to ensure the submitted abstracts have the required components.

C. Abstract Submission

1. 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.
2. 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.”
3. 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.
4. If you have to stop during 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. Amending a Submission

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

- A. Log in to the submission system.
- B. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- C. 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 don't have to change an answer if you don't want to.
- D. When you reach the final step and press "Finish," you will be sent an email confirming that your abstract has been amended—provided you have answered all the mandatory questions.

3. Withdrawing an Abstract

If you want to withdraw an abstract, please contact the Teratology Society by email at TSHQ@teratology.org.

4. Presentation Guidelines

As you prepare your abstract and think about how you would like to present your work please keep the following items in mind.

- A. A disclosure slide is required for all invited and platform presentations.
- B. Slides for invited and platform presentations should be created in 16:9 wide screen format for optimal viewing.
- C. Presentations should be mindful to the public sensitivity of research animal photographs.
- D. Presenters should limit images of whole animals only to those specific cases needed to effectively communicate scientific results.
- E. Use of animal imagery for anecdotal purposes (e.g., experiment design, web services, logos) is discouraged. Use diagrams or non-photographic representation whenever possible.