

Abstract Submission Guidelines

Submission Dates

ABSTRACT SUBMISSION DEADLINE: 11:59 CENTRAL JANUARY 15, 2010

Abstract Preparation

Abstracts can be prepared in any word processor program and then can be copied and pasted into the correct text boxes on the web site. Please note that authors and their affiliations are entered on a separate page and should not be pasted in the abstract text box.

1. You will be required to enter a user name and password that you should record. This will also be needed to access the pre-meeting abstract search engine and itinerary builder. You may already have a user name and password assigned by SPLTRAK. To check, click the Forgot Your Password link and it will be sent to you by email. If you do not have a user name and password, you will have to click the Create New Account link. You can change any information in your user profile by clicking the SPLTRAK Account Tools link at the top of the page once you are logged in.
2. The abstract can be a maximum of 1830 characters including spaces. This number does not include title, author names, affiliations, and any footnotes at the bottom of the abstract (e.g., grant support).
3. The abstract font and the case for the title are unimportant because all abstracts will automatically be published in a standardized format. The authors and affiliations will be automatically added to the abstract based on the information that you provide on the Add/Edit Authors page. First and middle names will be automatically converted to initials in the abstract. USA State names should be entered in abbreviated form. For those sending abstracts from outside of the USA, Names of countries should be spelled out and 'N/A' should be inserted in the State field as explained in the prompt.
4. Be careful to check spelling and consistency when adding authors from the same affiliation. Otherwise, the system might treat such authors as if they are from separate affiliations. Information is also published as submitted, so please carefully check your spelling.
5. The text of the abstract should contain succinctly:
 - a. The objectives of the study
 - b. The experimental methods used
 - c. Essential results, including data and statistics
 - d. Conclusions
 - e. Identification of sources of funding
6. Special characters (e.g. Greek symbols) must be added at the web site from the special menu provided. In general, these characters cannot be transferred from your word processor. Full instructions for using the special character editor can be found on the abstract submission section of the web site. Special formatting in the text of the abstract such as italics, bold, superscripts, subscripts, and underline must be added in the text box using basic HTML tags. For instructions on how to do this, click on the appropriate button on the Title & Abstract Text page. Unfortunately, the Special formatting cannot be applied to the Abstract Title.
7. Gene names should be signified by italics and gene products should be expressed in regular font. Identify the animals that you use in the abstract, using species names, as well as common names if you like. When specifying the genus and species of an organism, use italics and capitalize the first letter of the Genus leaving the first letter of the species in lower case. All abbreviations should be defined.
8. Indicate preferred mode of presentation (i.e., platform or poster). Because of the growth of the meeting in recent years, and the desire to avoid conflicting platform presentations in the schedule, the Program Committee will unfortunately not be able to honor all requests for platform presentations. Please take this

into account when making your request.

9. Choose 1 term from the SYSTEM list, 1 term from the EXPERIMENTAL APPROACH list, and at least 1 term and no more than 3 terms from the KEYWORDS list. If you cannot find a term that applies to the abstract, choose the closest one from the list. These lists primarily serve to help the Program Committee sort relevant abstracts in an attempt to compose coherent sessions. They are also useful for quick searches of abstracts when the site becomes available for abstract searches and customized itinerary building.

10. Please be sure to complete all requested fields of information. Be sure to check that your email address is correct. All confirmations and schedule notifications will be sent to the submitting author automatically by email.

11. Be sure to proofread your abstract on the Abstract Preview page. Check the author names and affiliations to be sure that they are correctly represented and check that special characters and special formatting are as intended.

12. The final stage in the submission process is payment of the \$75 (\$50 for student members) abstract fee. Payment must be made by credit card (Visa or MasterCard only).

PLEASE REMEMBER TO PRINT OUT YOUR CONFIRMATION OF PAYMENT PAGE OR THE CONFIRMATION EMAIL YOU WILL RECEIVE AS THIS IS YOUR RECEIPT. ANY REQUESTS FOR RECEIPTS TO THE EXECUTIVE OFFICE MAY TAKE UP TO 2-3 WEEKS TO PROCESS.

Problems with Abstract Submission.

Please direct any problems associated with the abstract submission site to the SPLTRAK technical support desk by emailing support@spltrak.com.

Confirmation and Notification

Immediately after successfully completing your abstract submission you will receive an email confirmation. THIS IS ALSO YOUR RECEIPT! Once the schedule is complete, the first author will be automatically informed by email of abstract acceptance and schedule information including the time, date, location, presentation mode, and session title.

Pre-Meeting Program Information

Program information will be available on the AChemS website once the program is established.

Rules Adopted by AChemS Governing Abstract Eligibility

1. Each abstract must be sponsored by a member of AChemS. Only members in good standing with dues paid may sponsor abstracts. Late or improperly sponsored abstracts, or abstracts from sponsors whose dues are not paid through June 30, 2010 will not be accepted.
2. A member of AChemS may sponsor only one abstract.
3. An individual may appear as first author on only one abstract and may present only one abstract at the meeting; the first author does not have to be a member.
4. It is the responsibility of the presenting author and sponsor to ensure that all authors have given their consent to be listed on the submitted version of the abstract.
5. The work reported in the abstract should be original research. Abstracts should generally not be submitted to the meeting if the work has been previously published.

6. To facilitate scientific communication, abstracts reporting studies with unidentified drugs, chemical compounds, or materials will not be accepted. All drugs, chemical compounds, and materials should be identified both in the abstract and during the meeting.
7. Submission of an abstract signifies that the research complies with animal welfare and human subject regulations. NIH guidelines can be found at <http://grants1.nih.gov/grants/olaw/olaw.htm>
8. The Program Committee will evaluate each abstract for scientific merit and compliance with the guidelines described above.
9. Submission of an abstract signifies permission to publish the abstract in Chemical Senses and to post it on the SPLTRAK and AChemS meeting sites. Submission of an abstract signifies permission to publish the abstract in Chemical Senses and to post it on the AChemS meeting sites.