

## 2018 TEXAS ACSM ABSTRACT SUBMISSION DIRECTIONS AND CHECKLIST

Abstracts are limited to one typed page (see Abstract Submission Template on the TACSM website). The abstract should be formatted using the posted template (.docx format, please type directly into the template and then save to submit) and include the following elements:

1. Descriptive Title of Project
2. Authors of Project
3. Institutional affiliation of all authors
4. Classification of first author (Undergraduate, Master's, Doctoral, PIT, or Clinical)

Abstracts are **not to exceed one page**, using the formatting/text size provided on the Abstract Submission Template. If you chose to include a table or figure, remember, the abstract is limited to one page.

**Note: Abstracts that do not adhere to these guidelines will be administratively rejected for publication and presentation.**

**Online Submission Guidelines** - TACSM will be publishing student abstracts from the 2018 Annual Meeting in the International Journal of Exercise Science. Below are the steps you will need to follow to submit an abstract:

1. Direct your Web Browser to: <http://digitalcommons.wku.edu/ijesab/>.
2. Click on "Submit Article" on the right side tool bar.
3. Create an account (this is free). **Note:** If you created an account last year, you can use the same account.
4. Login to your account.
5. Review the Guidelines for the Submission Process and press "continue" button.
6. Accept the "Article Submission Agreement."
7. Add Author Information (you will have to add each author separately). This is a very important step. Please be certain you have names and email addresses for EVERY author on the abstract before you move beyond this step! **Proofread emails for errors before you proceed.**
8. After you have entered your information, under the "type of submission" option select "**TACSM Abstract.**" (please do not select any other option)
9. Upload a copy of your abstract in **MS Word format (.docx; please refer to TACSM template)**. If you encounter any problems during the submission process, please email Dr. John Smith ([john.smith@tamusa](mailto:john.smith@tamusa)).
10. *Paste a copy of the abstract in the text box* (note: just the body, NOT the title, names, etc.)

**Note: All abstracts submitted for presentation will be published. There are NO exceptions to this rule. The only option is to not present if you do not want your abstract published. You may submit the same TACSM abstract for National ACSM, but for no other professional associations.**

## ABSTRACT SUBMISSION CHECKLIST

- Register for the 2018 Annual Meeting.** In order for your abstract to be judged, you must be pre-registered by **January 19<sup>th</sup>, 2018**. Any abstract submission where the first author is not registered for the Annual Meeting prior to February 2<sup>nd</sup>, 2017 will be rejected and the student will not be allowed to present.
- Locate Abstract Template on the TACSM Website.** You must use the TACSM Abstract Template and the formatting supplied within it, as you construct your abstract. Use care not to change any fonts, font sizes, or spacing when you input your abstract content.
- Complete your abstract.**
- Submit the abstract through the International Journal of Exercise Science web portal.** See directions outlined above. Please be cautious as you complete each step to be certain you do not miss something. The TACSM is not responsible for an author's failure to proofread or include all authors on an abstract.

### Deadlines:

Judged Posters (eligible for awards): **January 19<sup>th</sup>, 2018**

Non-Judged Poster & Clinical Case Studies (not eligible for awards): **February 2<sup>nd</sup>, 2018**

- You will receive a notice of acceptance, or a request for revisions, around 72 hours after the deadline for which you submitted the abstract.**
- Prepare your poster using the guidelines found on the website.**
- In mid-February, the TACSM Executive Director, or a member of the Board of Directors, will contact the first author to confirm the time period your poster will be presented on Thursday evening.** Regardless of the time you will present, all posters should be up no later than 3:00pm on Thursday, March 1<sup>st</sup> and will remain up until 3:30pm on Friday, March 2<sup>nd</sup>.
- Attend the 2018 Annual Meeting in Austin, TX!**

### Follow these steps to submit an abstract:

1. Direct your Web Browser to: <http://digitalcommons.wku.edu/ijesab>.
2. Click on "Submit Article" on the right side tool bar.

The screenshot shows the website for the International Journal of Exercise Science Conference Abstract Submissions. The page header includes the journal title and a logo. Below the header, there is a navigation menu with the following items: Journal Home, About this Journal, Aims & Scope, Editorial Board, Policies, **Submit Article** (highlighted with a red arrow), Most Popular Papers, and Receive Custom Email Notices or RSS. The main content area displays information about the Texas American College of Sports Medicine 2009 Conference, including an introduction, location (Tyler, Texas), date (February 26-27, 2009), and guest editor-in-chief (Brian K. McFarlin, PhD, University of Houston). There are also links to Texas ACSM Abstracts and a list of recent articles, such as 'Psychological Markers of the Overtraining Syndrome' and 'Influence of Menopausal Status on Lipids and Lipoproteins and Fat Mass Distribution: The Pioneer Project'.

3. Create an account (this is free). **Note:** If you created an account last year, you can use the same account.
4. Login to your account.
5. Review the Guidelines for the Submission Process and press “continue” button.
6. Accept the “Article Submission Agreement.”

Please click **Accept** if you accept the policies and terms of this agreement, and continue with the next step in the submission process.

Please click **Decline** if you do not accept the terms.



7. Add Author Information (you will have to add each author separately). Take care in entering all authors' names/email addresses and **proofread for errors before proceeding!**

3 Provide Information about Any Co-Authors

Please click "Add author" to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press "Continue."

add authors... ?

If no email address is entered the author will not be notified about the status of the submission or be able to access or change any information regarding this submission using these web tools.

Author's email address (optional)  Add Author

When the list below is accurate and complete, click 'Continue'.

Name/Email	Institution	Order
Brian K. McFarlin <bkmcfarlin@mail.coe.uh.edu>	University of Houston - Downtown	1st author <input type="button" value="Delete"/> <input type="button" value="Edit"/>



8. After you have entered your information, under the “type of submission” option select “TACSM Abstract.”

Type of Submission

Please select your document type:

- Other
- None
- Other
- Texas ACSM Abstract**
- International Meeting in Exercise Physiology Abstract
- HHP Graduate Student Research Symposium
- South Central Regional American Society of Biomechanics

Only plain text is supported for the abstract (fonts and text style changes are not preserved). If you would like to include bold or italic text in your abstract, HTML tags may be used.

[Find out how to include HTML tags.](#)



9. Upload a copy of your abstract in **MS word format** (please refer to TACSM template mentioned above).

### Full Text of Submission (Non-PDF)

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Please upload your article as a Microsoft Word, WordPerfect, or RTF file and the system will generate a PDF file for you.

Microsoft Word, WordPerfect, or RTF File:

 

10. If you encounter any problems during the submission process, please email Dr. John Smith ([john.smith@tamusa.edu](mailto:john.smith@tamusa.edu))
11. **Note:** All abstracts are accepted, but please have your faculty supervisor review your abstract before you submit it, especially if this is the first time you have submitted an abstract. **You may submit the same abstract for TACSM and National ACSM.** This is an excellent chance to practice your presentation since you will get a lot of interaction with TACSM members and the judges will also ask you to explain your work.

## TEXAS ACSM POSTER FORMATTING GUIDELINES

TACSM will require posters to be in portrait format. Posters should be formatted to a size of 48" high (top-to-bottom) x 36" wide (right-to-left).



Strict adherence to this requirement is especially important this year because the new poster standards will not be able to accommodate posters that are not in this format (see picture to left).

The poster must be printed on a single sheet of paper. Many universities offer this service and if your university does not, then you can contact a local FedEx Kinko's or other print shop. **NOTE: Failure to comply with these preparation guidelines will result your poster not being displayed.**

Every poster presented at the TACSM should include at least the following elements:

1. Descriptive Title
2. Author Block (all authors should be listed, including professors)
3. Institution Affiliation (of all authors)
4. Classification of first author
5. Short Introduction (limited to one paragraph)
6. Methods
7. Results (should include figures and/or tables)
8. Summary Statements

**\*\* Inclusion of an abstract on your poster is optional for authors and inclusion/omission of the abstract will not affect the evaluation of the student presenter in poster judging proceedings.**