2021 IADR/AADR/CADR General Session

ScholarOne Abstracts Step-by-Step Instructions

General Instructions:

Please turn off your pop-up blocker or allow pop-ups from the ScholarOne Abstracts site to ensure optimal function of the website.

Each step will include important instructions at the top of the page related to the requirements of the step. Please review closely before proceeding.

There are direct links to the full Call for Abstracts on each page.

Clicking on the icon where it appears will reveal quick tips for a particular field within a step. Tools are provided to format text or include symbols (see buttons in red box).

ACCESS THE SUBMISSION CENTER

1. Select the Submission tab under the Meeting logo.

2. The Submission Center displays the View Submissions page. If the submitter has created any drafts or submitted abstracts, they may be viewed here.
3. Click the **Create New Submission** link from the left menu.

**STEP 1: SUBMISSION TYPE**

Abstract Submission will display in **Step 1: Submission Type**.

1. After clicking the **Create New Submission** hyperlink from the left menu the page will refresh to show **Step 1: Submission Type**.
2. The only submission type available is Abstract Submission and should already be selected.
3. In order to complete submission of an abstract a non-refundable $25 USD fee must be paid when prompted at the end of Step 6. By proceeding beyond Step 1, submitters are agreeing to pay the non-refundable fee in order to submit their abstract for presentation consideration.
4. Click **Continue**.
5. Confirm your submission type selection by clicking **Continue With This Type** in the **Please Confirm Your Selection** pop-up.

**STEP 2: TITLE/BODY**

1. The fields in **Step 2: Title/Body** includes text fields for the abstract title, abstract body, tables (optional) and images (optional). The submitter must fill out all of the required fields, denoted by an asterisk (*), on this step as configured by IADR.
2. Tables and images should be limited.
3. Click **Save & Continue**.

**STEP 3: PROPERTIES**

1. Complete all of the required fields pertaining to the abstract submission (i.e. Presentation Type, Category, Keywords etc.) on this step. The submitter must fill out all of the required fields, denoted by an asterisk (*), on this step as configured by IADR.
2. All questions should be answered from the point of view of the individual who will be the designated abstract presenter.
3. Click **Save & Continue**.

**STEP 4: AUTHORS & CO-AUTHORS**

The submitter will be listed as the first author by default. The submitter may add additional authors and affiliations and change the order of authors. **Submitting authors may not edit an existing account.**

1. To add additional authors, click the **Add Author** button. The **Search for Author to Add** fields will display.
   - Enter search criteria in any of the fields, and then click **Search**. **Search Tip:** Utilize only one field at a time to optimize results.
   - If an author is found in the system, the name will populate in the search results below.
     - To add an author from search results, click the **Add** to the left of the authors name and the name will be added to the current author list.
     - If there are no results, click the **Create An Author** button. **Please ensure you have thoroughly searched for an existing author account before creating a new author account.**

To **Create An Author**, click the corresponding button.

   - The **Create An Author** screen displays. Complete the required fields.
   - Click **Submit Created Author**.
Before the account is created, the submitting author will be asked to verify the author information. If there is an error, click the **Edit Information** link in the left corner to make the necessary changes. There is not an opportunity for the submitting author to edit the account after clicking **Submit Created Author**.

If the account information is correct click **Submit Created Author**. The new author is displayed.

2. Once the authors are added to the author list, add their affiliations by using the drop-down menu to select an affiliation that is already listed or click **Create New Institution**.
   - The **Create New Institution** a pop-up window will display. Enter all of the required fields Institution, City, State and Country.
   - Click Submit **Created Institution**.

3. The person submitting the abstract is always listed as the first author, but the order of authors can be changed by using the **AUTHOR ORDER** drop-down on the left side of the author list. Change the numbers in the drop-down lists as needed and click **Update Author Order**.

4. When finished with the Author screen, click **Save & Continue**.

**STEP 5: DISCLOSURES**

1. The contents of the Disclosures screen are required by IADR. Please read and complete any questions on this screen.

2. Click **Save & Continue**.

**STEP 6: REVIEW & SUBMIT**

Here submitters can preview information that was entered on each step of the submission process. A green check mark will display to the left of the step if it was completed successfully.

1. Review the submission information. If any information needs to be updated, click the **Edit** button next to the step name.

2. Click the **View Proof** link to view the **Abstract Proof** in a new window. This is how reviewers will see the abstract.

3. If complete, click the **Complete Payment** button. The site will redirect to a PayPal window for the submitter to complete the abstract submission fee transaction. Clicking the yellow **Pay Now** button will complete the transaction and redirect the submitter to the abstract submission site.
Selecting the Return to merchant’s website link will return the submitter back to the ScholarOne Abstracts submission site but the transaction will not be approved and the abstract submission will not proceed.

4. Once payment is successfully processed the submitter will be redirected to the View Submission page. A green banner will appear indicating successful submission.

The submitter, and all listed co-authors will receive a confirmation of submission email. The submitter will receive a receipt and have access to the receipt in their View Submission screen.

All notifications sent from the ScholarOne Abstracts site are available for the submitter and co-authors in their ScholarOne Message Center (located in the upper right corner of the screen once logged in).
All co-authors, especially the designated presenting author, should login to confirm the accuracy of their contact details and view the abstract proof prior to the abstract submission deadline. Only the submitting author will have the ability to edit the abstract submission.

EDITING AN ABSTRACT SUBMISSION OR AN ABSTRACT DRAFT

From the View Submission page

To edit an existing abstract draft, select "Edit Draft" from the Action drop-down menu next to the corresponding abstract draft. An abstract in draft will appear under the header "Drafts" below.

To edit a submitted abstract, select "Edit/Return to Draft" from the "Action" drop-down menu next to the corresponding submitted abstract. Confirm your action. Once the page refreshes, the submitted abstract will appear as a draft. Select "Edit Draft" from the Action drop-down menu.

Abstracts (content, title and/or list of authors) may be edited until March 1, 2021, 11:59 p.m. PDT.

Abstracts that have successfully completed the submission process will appear under the header "Submissions." Any abstract that does not contain text or is in draft will be withdrawn automatically after March 1, 2021, 11:59 p.m. PDT.

Abstracts in draft will not continue into peer review.