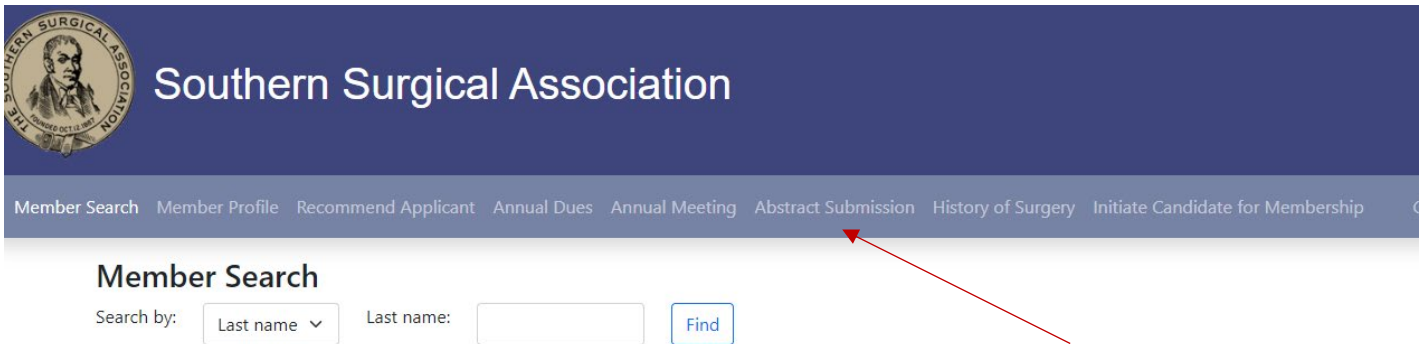


# HOW TO SUBMIT AN ABSTRACT

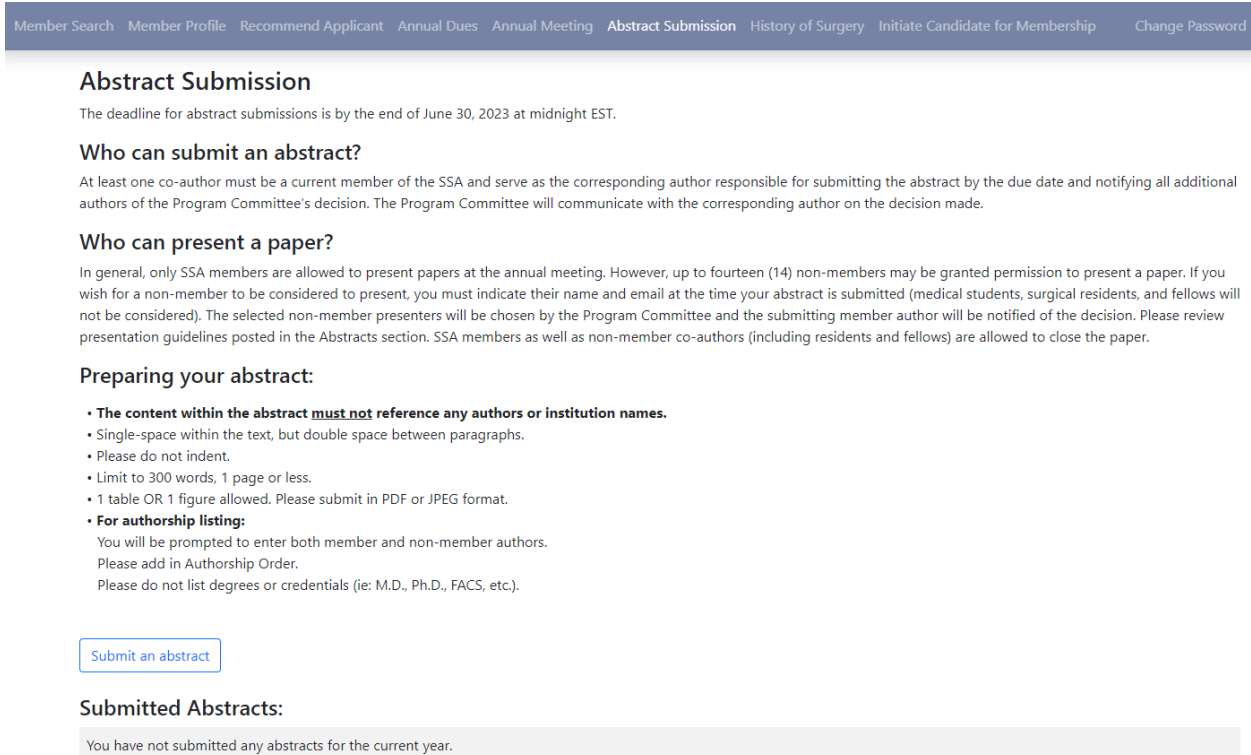
Deadline to submit: Friday, June 30, 2023

- Step 1: Submitting member author should **Login** to their member profile.
- Step 2: Click on **Abstract Submission** tab



The screenshot shows the top navigation bar of the Southern Surgical Association website. The navigation menu includes: Member Search, Member Profile, Recommend Applicant, Annual Dues, Annual Meeting, Abstract Submission, History of Surgery, and Initiate Candidate for Membership. Below the navigation bar is the 'Member Search' section, which includes a search by dropdown menu (set to 'Last name'), a text input field for the last name, and a 'Find' button. A red arrow points from the 'Abstract Submission' link in the navigation menu to the 'Find' button.

- Step 3: Carefully review guidelines on how to properly submit; click **Submit an Abstract**



The screenshot shows the 'Abstract Submission' page on the Southern Surgical Association website. The page includes a navigation bar with the following links: Member Search, Member Profile, Recommend Applicant, Annual Dues, Annual Meeting, Abstract Submission, History of Surgery, Initiate Candidate for Membership, and Change Password. The main content area is titled 'Abstract Submission' and contains the following text:

The deadline for abstract submissions is by the end of June 30, 2023 at midnight EST.

**Who can submit an abstract?**  
At least one co-author must be a current member of the SSA and serve as the corresponding author responsible for submitting the abstract by the due date and notifying all additional authors of the Program Committee's decision. The Program Committee will communicate with the corresponding author on the decision made.

**Who can present a paper?**  
In general, only SSA members are allowed to present papers at the annual meeting. However, up to fourteen (14) non-members may be granted permission to present a paper. If you wish for a non-member to be considered to present, you must indicate their name and email at the time your abstract is submitted (medical students, surgical residents, and fellows will not be considered). The selected non-member presenters will be chosen by the Program Committee and the submitting member author will be notified of the decision. Please review presentation guidelines posted in the Abstracts section. SSA members as well as non-member co-authors (including residents and fellows) are allowed to close the paper.

**Preparing your abstract:**

- **The content within the abstract must not reference any authors or institution names.**
- Single-space within the text, but double space between paragraphs.
- Please do not indent.
- Limit to 300 words, 1 page or less.
- 1 table OR 1 figure allowed. Please submit in PDF or JPEG format.
- **For authorship listing:**  
You will be prompted to enter both member and non-member authors.  
Please add in Authorship Order.  
Please do not list degrees or credentials (ie: M.D., Ph.D., FACS, etc).

At the bottom of the page, there is a blue button labeled 'Submit an abstract'.

**Submitted Abstracts:**  
You have not submitted any abstracts for the current year.

➤ Step 4: Complete Sections A through E

Section A:

- Type your abstract title
- Copy & paste the four sections of your abstract (Introduction, Methods, Results, Conclusions)
- The body of abstract (Introduction, Methods, Results, Conclusions) is limited to 300 words
- Enter the abstract category and the submitting author's institution information

*(Preview of abstract submission form)*

Member Search Member Profile Recommend Applicant Annual Dues Annual Meeting Abstract Submission History of Surgery

## Abstract Submission

A. Abstract Information

Title:

*The cumulative word count in the body of the abstract should not exceed 300.*

Introduction:

Methods:

Results:

Conclusions:

Category:

Section B:

- List all authors (adding names in authorship order) and fill in the required information for non-member authors

B. Authors

Please add authors in Authorship Order (First name entered will default to first author, second name entered will default to second author, and so on)

Select author type:

Search for member authors to add:

Search by:  Last name:

### Section C:

- From the dropdown, select the name of your presenter. If you wish to request a non-member author to present, please select their name at this time. Up to 14 non-member authors will be selected by the Program Committee. Medical students, surgical residents and fellows will not be considered.

#### C. Who Is Presenting?

Author presenting:

Select...



*Up to 14 non-members authors will be selected by the Program Committee. Trainees will not be considered.*

### Section D:

- You may attach either one image or one table (*optional*)
- Title, body of abstract, and any image/ table, should NOT reference any authors or institutions

#### D. Optional Image Upload

You have the option to upload one clear image (graph or table in JPG or PDF format). Browse for the image file and then choose upload. The file must be a PDF or JPG less than 10 MB in size. **The file must not reference any authors or institution names.**

Choose File No file chosen

### Section E: Save & Submit

- The submitting author may login to make edits and re-Save & Submit prior to the June 30<sup>th</sup> deadline.

#### E. Submit Completed Abstract

Review the forms above and Save & Submit when ready. **Ensure that the abstract file does not reference any authors or institution names.** You will be able to update after saving until the submission deadline.

Save & Submit



*A confirmation email will be sent to the submitting member author notifying them that their abstract has been received and will be reviewed.*