

Abstract Submission for Canadian Biomaterials Society Annual Meeting

Frequently Asked Questions and Abstract Submission Guidelines

Welcome to the online Abstract Builder tool for submitting abstracts to the Annual Meeting of the Canadian Biomaterials Society. Below is a step-by-step guide on how to upload your abstract using the online interface.

There are five screens to enter various parts of your abstract. Please use the “Save and Next” and “Save and Back” buttons found at the bottom of each page instead of the forward and back buttons on your browser to go between pages to ensure data entered on each screen is saved.

To begin, visit <http://biomaterials.ca/#!/submit-abstract> and click on the “Begin Abstract Submission” link.

Screen 1 – Initialize Abstract

Title and Password: To initialize your abstract, enter a title where indicated. Please enter titles capitalizing only the first letter all words that are not articles (the, a), conjunctions (and, but or) or prepositions (of, from, etc.) – do not use all capital letter titles. Titles should be concise and substantive. You should also enter a password (which can be different from your password to enter the CBS website to allow multiple authors access) that you can use to access your abstract for editing any time up to the abstract submission deadline.

Presentation Preference: Check “Oral” or “Poster” to indicate your preferred presentation type. Note that an oral presentation is not guaranteed even if it is selected on this screen.

Travel Awards: Please check the appropriate box depending on your status as a Canadian student, a post-doctoral fellow, an international student, or a pre-tenure faculty member if you wish to be considered for a travel award or an invited pre-tenure faculty talk. Note that, depending on the award, CBS membership may be required for you and/or your supervisor in order for you to qualify, as per the guidelines provided. You may renew or purchase a CBS membership at <http://biomaterials.ca/#!/membership/join> immediately before submitting your abstract to meet these criteria even if you are not currently a CBS member. You will also have an opportunity to renew your membership following abstract submission; provided the condition is met **by the abstract deadline**, you will be considered for the award you indicated.

Permissions: Please check the box to confirm that all authors on the abstract are aware of and have agreed to its submission.

Screen 2 – Keywords

Please check off up to three keywords that best describe the topic(s) of your abstract. The conference organizers use this information to select reviewers for your abstract as well as

schedule your abstract in an appropriate session, so thoughtful selection of keywords is recommended to ensure your abstract receives a fair review.

Screen 3 – Authors

Authors List – Please enter the full names (in the style Last Name, First Name (in full) Middle Name(s) Initials) of *each* author (including the corresponding and presenting authors of the abstract), as well as each author’s primary affiliation (department and institution/company). Select “Add” after each author information has been added. You will see a list of authors generated above the author entry boxes with all the authors/affiliations, in the order in which the authors were entered. If you would like to change the order of authors, use the up and down arrows beside each author’s name to move that author up or down in the list. To delete an author, click on the X icon.

Corresponding and Presenting Authors – Please enter complete contact information for the corresponding author and the presenting author of the abstract. If you are logged in, the corresponding author information will be automatically populated with your user information for your convenience. If you are submitting on behalf of the corresponding author, either do not log in to your own account prior to abstract submission or manually enter the correct information for the corresponding author. If the corresponding author and presenting author are the same, check the box just below the Presenting Author heading and the fields will be automatically populated.

Screen 4 – Abstract Entry

On this screen, you should enter all the text components of your abstract, sorted among the four sub-headings:

- *Introduction* - Outline the literature background and motivation for the work. The introduction must state briefly the question, hypothesis, and objective(s). The opening paragraph should be understandable to both specialist and non-specialist alike,
- *Materials and Methods* - Outline the key experimental protocols used. Methods should include statistical techniques. For human experiments, approval of an institutional review board and informed consent must be indicated. For animal experiments, approval of an institutional review board must be indicated.
- *Results* - Outline the key results. Results can be supported by up to three figures that should be referenced directly in the text (they will be uploaded on the next screen).
- *Discussion and Conclusions* - Outline the key findings and significance of the work. The discussion should include limitations and conclusions within the framework of the stated question, hypothesis, and objective(s).

Note that a total character limit of 5500 characters (including spaces) has been imposed between these four sections. The counter on the top right of the screen will keep track of the total number of characters in your abstract while the counters on the top right of each text box will keep track of the total number of characters in each section. Use the Insert Special Character box at the top of the editor (indicated by Ω) to insert any special characters, or paste them directly from the Windows Character Map; pre-formatted Word text pasted into the box may not correctly translate special characters correctly. Note that other Word-formatted text such as double hyphens or quotation marks may also not translate correctly via a simple paste. In such cases, please Paste as Plain Text first prior to pasting into the Abstract Builder. Acknowledgements (including funding agencies, 350 character limit) and References (full citations, 650 character maximum) can be also be entered in the corresponding boxes but are not mandatory. The character counts in each of these sections do not count against the 5500 character limit. References should be entered using the Vancouver style reference format. A full explanation and examples of Vancouver reference styles for various forms of citations is available at <http://biomaterials.ca/attachments/Vancouverreferencestyle.pdf>

Screen 5 – Upload Figures or Tables

You can upload up to 3 figures or tables to support your abstract. All uploaded files must be image files in .jpg, .gif, .bmp, or .png file formats *only* – please note that .pdf or .tif files will *not* be accepted.

Preparing Images: Image files in the correct format can be prepared by pasting graphs or pictures from other programs (including Microsoft Office) into an image editor such as Adobe Photoshop. If you do not use Photoshop, we recommend the free shareware image editor IrfanView, available for download at http://www.irfanview.com/main_download_engl.htm. The image can then be saved with the appropriate file format (in IrfanView, by selecting File – Save As – and selecting the desired image format – we recommend .jpg formats where possible). Note that the abstract builder does not resize images to avoid potential distortion or unreadability of the image. As such, to ensure that the image is readable in the PDF view as well as in the clickable HTML interface, we recommend maximum image sizes of 700 x 900 pixels. Resizing images can be done in IrfanView by selecting Image – Resize/Resample – and changing the width or height to meet the maximum image size restriction.

For inserting tables, prepare the table in your favourite word processing software, highlight the full table (excluding any captions, which can be entered separately), copy (control-c in MS Word), and paste into your image editing software, saving in the appropriate file format as described above. Please also respect the dimension restrictions outlined above for tables.

Uploading Images: To upload the images, click on Choose File to find the file on your computer and then click “Upload Now”. The image will appear as a thumbnail on the right of the image box and a text box will appear to its left where you can enter a caption (maximum 300 characters, including spaces). As with the abstract text, to insert special characters, paste the characters from a word processor into the text box. You may upload up to three images but you do not *need* to upload any figures at all to complete abstract submission.

View Abstract: Click on the large “View Abstract” button to view the HTML version of your submitted abstract – this is how your abstract will appear to other delegates at the conference and after the conference to visitors to the CBS website. Note that your abstract will open in a new tab in your web browser. To correct any errors, return to the Abstract Builder tab in your web browser and use the “Save and Back” button at the bottom of the screen to go back to the appropriate screen and make edits. Be sure to View Abstract again after an edit has been made to ensure the change was correct.

When you are satisfied with the abstract contents, select “Save and Finish”. This will submit your abstract to CBS, although you will still be able to edit your abstract up to the deadline date. To immediately edit your abstract, click on the “Edit Abstract xxxxx” (xxxxx is your auto-generated abstract number that you should use in any correspondence with CBS regarding your abstract). To edit at a later date, follow the link you will receive in your e-mail confirmation of abstract reception and enter the password you selected on Screen 1 (*not* the password for your user account on the CBS website) to access the editing area.

If you have any issues with abstract submission, e-mail support@biomaterials.ca and we will reply to your question as soon as possible.

We look forward to seeing your work at the CBS Annual Meeting!