

# STEP-BY-STEP AAPL ABSTRACT SUBMISSION PROCESS

## STEP 1:

Go to [www.aapl.org](http://www.aapl.org) and click on the link that says, “The abstract submission process for the AAPL Annual meeting is now online”.

Next, click on either the Member or Non-Member link to submit.

Please note: The Call for Papers (CFP) document and Financial Disclosure Form is located at the bottom of this screen. The CFP document will assist you when submitting. We strongly advise you print it out. A financial disclosure form must be signed and sent to the AAPL office by each author/co-author.

**Members:** Once you have clicked the link to submit, log in. Your username is the email address AAPL has on file for you. Your password is your AAPL membership ID#. Once you have logged in click the view/edit button. If you need this information please contact the AAPL office at 800-331-1389 or by email at [office@apl.org](mailto:office@apl.org).

**Non-members:** You do not need a log in or password to submit so you will just click the view/edit button located on the right-hand side of the screen under submissions.

Once you click the view/edit button it will bring you to a page with the CFP. Scroll all the way down to the bottom of this screen. If you have any prior submissions for 2015 you will see them listed here in either draft or submitted stage. If you have something in draft you will be able to either click on the edit button to make changes to this submissions or you can delete it if you no longer wish to submit it. If you have something in the submitted stage, it has already been submitted to AAPL. You will be able to view this submission but you will not be able to make changes to it.

If you are submitting for the first time, click the Add button.

## STEP 2:

**Members:** you will not need to enter your contact information as you have already logged in and the system is pulling in your contact information. You may want to double-check this to make sure we have the correct information on file.

**Non-Members:** Enter your contact information.

To enter your co-authors, please go to the “Author List”, which can be found on the same page as where your contact information is listed (it is on the right-hand side directly across from your name). To add a co-author click on the Author List then click add. If this co-author is an AAPL member you can enter their last name into the search field and select them from there, the system will automatically pull in their contact information. If you cannot find them in the search field just enter their contact information. Click Save and Continue. Repeat this process for each co-author added. Be sure to select the correct “author position” (1-7) for each author. This is very important as it will indicate the order in which the author names will be printed in the program. To indicate the primary author you must select “yes” from the drop down box in the authors contact information record called “primary” or primary contact”. You will only select “yes” in the record of the person you want designated as the primary author (first name listed in program). All other authors should be set to “no”.

## STEP 3:

Select the type of presentation. Descriptions of the presentation types can be found on the Call for Papers document.

#### **STEP 4:**

Enter the title of the presentation. (60-character maximum)

Enter the educational objective. (50-word maximum)

Enter abstract summary (200-word maximum)

Enter references.

Enter abstract questions. (True/False questions will not be accepted. You will be contacting and asked to resubmit questions.)

Enter abstract answers.

Save and Continue

#### **STEP 5:**

Select category. Descriptions of categories can be found of the Call for Papers document.

Save and Continue

#### **STEP 6:**

Download the financial disclosure form.

Identify the professional performance gap. (3 choices available)

Indicate if a committee sponsors the presentation. (Yes or No)

If yes, indicate committee name.

Indicate if the submission has received IRB approval. (Yes or No)

If yes, indicate the name of the institution.

Indicate if the submission is eligible for the Young Investigator Award. (Yes or No)

Indicate if the principal author is a first time submitter. (Yes or No)

Agree to the statements by selecting Yes or No.

Enter the primary author email address. **A copy of the confirmation of the submission will be sent to the email address you enter. This will also be the contact person who will receive all correspondence in regard to this presentation.**

Click Save and Continue

If you have left any required fields blank it will prompt you at this time to fill them out. If not just click the submit button. The status of your abstract will change to submitted and you will receive a confirmation by email.

**PLEASE NOTE THAT IF YOU SAVE AND QUIT THIS WILL SAVE YOUR SUBMISSION AS A DRAFT. IF YOUR SUBMISSION IS IN DRAFT STAGE YOU WILL BE ABLE TO LOG BACK IN TO VIEW AND MAKE EDITS.**

**NON-MEMBERS: ONCE YOU CREATE A DRAFT SUBMISSION THE SYSTEM WILL AUTOMATICALLY CREATE A USERNAME AND PASSWORD THAT WILL BE EMAILED TO YOU. USE THE SUPPLIED USERNAME AND PASSWORD TO LOG BACK IN.**

We recommend that you type your abstract text in a word processing program, such as Microsoft Word, and then copy and paste it into the online submission section for text. AAPL is not responsible for missing materials caused by computers timing out or other technical problems.

Please contact the Executive Office if you have any questions or need further assistance at 800-331-1389 or by email at [office@aapl.org](mailto:office@aapl.org).

Thank you.