

AMP ABSTRACT SUBMISSION CHECKLIST

PHASE

ACTION

PREPARE to Submit

- Review Submission Instructions
- Review [Style Guide](#)
- Review Eligibility
- Review Award Eligibility
- Non-Members: [Join AMP](#) or ask an AMP Regular Member to sponsor your abstract
- Associate Members: Ask an AMP Regular Member to sponsor your abstract

DRAFT Abstract

- Gather data, figures, etc.
- Collect from each author:
 - contact information
 - commitments (i.e., can they attend the meeting?)
 - disclosures
- Select Submission Category
- Compose Title and Content of Abstract
- Get permission and/or approval from legal or regulatory affairs departments, if applicable.
- Proof for content, grammar, and typos.

ENTER Information

- Login using your AMP Username (if not, create a “New User” account)
- Complete the online submission form:
 - eligibility
 - corresponding author and disclosures
 - award application
 - other authors/disclosures
 - abstract category, title, and content

CHECK Submission

- Is the text properly formatted and grammatically correct? See the [Style Guide](#) for more information and/or use a proofreader if necessary.
- Have you been consistent in affiliation names and abbreviations (e.g. UCSD or UC San Diego – not both)?
- Is the title of the abstract in title case (i.e., not all caps)?
- Are abbreviations spelled out when first used (e.g. Next-Generation Sequencing (NGS))?

- Are Genus/Species and genes italicized (e.g. *Bacillus anthracis* and *APOE*)?
- Are restriction enzymes and proteins not italicized (e.g. EcoR1 and ApoE)?

SUBMIT Abstract

- Done? Click the “Save and Finalize” button to submit the abstract **by May 31, 2018**.
- The Corresponding (Submitting) Author will receive an automatic confirmation of receipt by email.

AWAIT Notifications

- Notification will be emailed to the Corresponding Author in mid-July.
- Register for the AMP 2018 Annual Meeting!

Revised February, 2018