

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, 2019**.
- ☐ 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 2019 Annual Meeting!

Revised March, 2019