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
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DRAFT Abstract
☐ Gather data, figures, etc.
☐ Collect from each author:
  ▪ contact information
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☐ 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.

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☐ Login using your AMP Username (if not, create a “New User” account)
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☐ 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*