

# AMP ABSTRACT SUBMISSION CHECKLIST

## PHASE

## ACTION

### PREPARE to Submit

- Review [Submission Instructions](#)
- Review [Style Guide](#)
- Review Eligibility
- Review Award Eligibility
- Members: Jot down your member number\* here:  
\_\_\_\_\_
- Non-Members: [Join AMP](#) or ask an AMP Regular Member to sponsor your abstract. Sponsor member #: \_\_\_\_\_
- Associate Members: Ask an AMP Regular Member to sponsor your abstract. Sponsor member #: \_\_\_\_\_

### DRAFT Abstract

- Gather data, figures, etc.
- Collect from each author:
  - Contact information
  - Scheduling commitments (i.e., can they attend the meeting?)
- 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

- Create or access your user account
- Complete the online submission form by filling out the required tasks:
  - Title and general information
  - Eligibility
  - Corresponding author
  - Co-author list in order (including the corresponding author, if applicable)
  - Abstract category and content
  - Disclosure(s)
  - Keywords (2-3)
  - Award application (if applicable)

### 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

- Not Done? You can re-enter the system until the deadline and make any changes to your submission. DO NOT FORGET TO SAVE BEFORE LOGGING OUT!
- Done? Click “Submit” button to submit the abstract **by May 31, 2020.**
- The Corresponding (Submitting) Author will receive an automatic confirmation of receipt by email.
- Save the email and/or make a note of your Abstract ID number for any correspondence.

## AWAIT Notification(s)

- Notification will be emailed to the Corresponding Author in mid-July.
- Register for the AMP 2020 Annual Meeting and Expo!

\* You should have received a membership number notification for the purposes of submitting an abstract. The instructions for finding your membership number are outlined here:

1. Visit [www.amp.org/MyAMP](http://www.amp.org/MyAMP)
2. Login. If you don't know your username or password, use the “Forget Username or Password?” Link to retrieve.
3. Click on “Update Profile/Change Username or Password”
4. Your Member ID is at the top of this page (also called Customer ID)

Revised March, 2020