

AMP ABSTRACT SUBMISSION CHECKLIST

*Below is an outline of steps for each phase of abstract preparation and submission. Please be sure to review the **Submission "Dos and Don'ts"** at the end of this document for a review of best practices as well as the most common mistakes and missteps by submitting authors.*

PHASE

ACTION

PREPARE to Submit

- Review [Submission Instructions](#)
- Review [Style Guide](#)
- Review Eligibility
- Review Award Eligibility
- Members: Write 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, 2021.**
- 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 2021 Annual Meeting and Expo!

SUBMISSION “DOS AND DON'TS”

These cover best practices as well as the most common author mistakes.

Do:

- Refer to the AMP [Style Guide](#) often
- Make the Introduction impartial and informative
- Make the Methods section clear and transparent (no “proprietary” assays)
- Make data as complete as possible (i.e., readily available), even though length is limited
- Report and statistically assess the data in the “results” section
- Make sure that any conclusion(s) is/are supported by the data.
- Acknowledge any alternative interpretation and state any further hypotheses that may have arisen
- When making platform or assay comparisons, provide solid supporting data and fair conclusions

Do NOT:

- Use all capital letters for the title. It should be in title case.
- Misuse italics (i.e., genes should be italicized, not proteins)
- Use “superior” (or any other superlatives) in the introduction or elsewhere
- Say that results will be revealed at the poster or at some other later date (e.g., when published)
- Say “data not shown”
- Make comments in the results section regarding the data (that’s what the conclusion section is for). Eg: “X was 2.4 fold higher than Y indicating that X is more than twice as good”
- Make baseless claims about what the data “might” be saying.
- Endorse and/or promote any product or service
- Submit duplicate or highly replicative abstracts under different first author names

*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
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)