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 #: ________________
☐ Disclosure (Conflict of Interest) must be submitted for the First (Presenting) Author

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
  ☐ 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 June 30th, 2023.
- 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-August.
- Register for the AMP 2023 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)