Abstract Submission Tutorial
Step-by-Step Instructions with Screen Shots
Deadlines

After the December 1 deadline, the start of any draft abstracts will not be allowed; no exceptions.

Abstracts may not be modified, submitted or resubmitted after the December 3 deadline; no exceptions.

DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT ABSTRACT, TO MAKE DRAFT REVISIONS OR TO SUBMIT AN ABSTRACT FOR REVIEW. YOU MAY NOT BE ABLE TO RECEIVE ASSISTANCE WITH YOUR SUBMISSION, IF NEEDED, PRIOR TO THE DEADLINE(S).
Browser requirements:

- Chrome is the preferred browser.
- If you are using Internet Explorer to log in to the abstract submission site, it MUST be IE Version 10.0 or greater.
- Set your browser to **Always Allow Pop-ups** for the abstract submission site.
- If you are unable to login using your current browser, use a different browser and/or clear the browser’s cache.
- The online abstract submission site is supported by the following operating systems and browsers:

<table>
<thead>
<tr>
<th>Windows:</th>
<th>Mac OS X:</th>
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<tbody>
<tr>
<td>Internet Explorer 10.0</td>
<td>Firefox</td>
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<tr>
<td>Internet Explorer 11.0</td>
<td>Chrome</td>
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<td>Microsoft Edge</td>
<td>Safari 9.0.3</td>
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<tr>
<td>Safari 9.0.3</td>
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</tbody>
</table>

**Android 4.3 and above:**
- Chrome

**iOS7:**
- Safari
Abstract Submission Policies & Procedures

- Abstracts are limited to 2500 characters and spaces for title, abstract body and image caption(s). Therefore, it is important to craft your abstract submission for clarity and concision.
  - Review the Successful Abstract Submission Guidelines, with tips on including complete data and samples of top-scoring abstracts.

- Read the Abstract Policies and Procedures

- Familiarize yourself with the Abstract Rejection Criteria.

- A First Author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2018 ARVO Annual Meeting.

- Submission of your abstract indicates your understanding of, and agreement to, all 2018 abstract policies, procedures and guidelines.
Member Login Steps

1. You must be an ARVO Member with dues paid through 2018. 
   Renew your membership or join ARVO prior to abstract submission.

2. Select the link at the bottom of the Annual Meeting Abstracts web page to access the Abstract Submission Login page.

3. Log in using your ARVO Membership/Account Email Address and Password. 
   **WARNING:** First (submitting) Authors who submit an abstract using another member's Login will be disqualified from submission.

4. If you use the Forgot password? feature, a new password that will be sent to your email will be case sensitive; please be sure to enter each character exactly as it appears in your email. If you continue to have problems logging into the system please email arvo@arvo.org.
Member Login Steps, cont.

Select ‘Please continue’ from the next screen to enter the submission site.
Submission Account Steps

- Confirm/update your submission account's General and Contact Information.
  - Select the red arrow by your name in the upper right page header.

- If you update your name or email, you must also submit the same update(s) to arvo@arvo.org to update your ARVO membership account record as well.
Submission Account Steps, cont.

Select the Submission Tab to begin Abstract Submission.
Abstract Submission – Starting a Submission

- Select the **Submission** tab at the top of the page.

- Select **Create New Submission** from the left sidebar to begin a new abstract. You will be taken to the Title/Body Step.

- Select **View Submissions** from the left sidebar to access a previously started draft or abstract in submission status. Scroll to the bottom of the page and select the appropriate option for that abstract from its **Action** column.

- DO NOT use Create New Submission to return to a previously started draft.

- You may create multiple drafts during the submission process, but **only one draft can be submitted for review**.
Abstract Submission - Instructions

- Full Instructions at the top of each Step page links to Abstract Policies and Procedures.
- The Information icon next to each topic header provides submission tips and reminders throughout the site.

Do not use your browser's back button during the submission process. Use the left nav Step listing to return to a previous step.
Abstract Submission
Saving Data & Completing Steps

- Select Save at the bottom of the page to save data entered and remain on the same Step.
- Select Save & Continue to proceed to the next Step in the submission process.
Abstract Submission – Saving Data & Completing Steps, cont.

- If the Step has not been completed, you will receive a Step Incomplete pop-up warning listing data still needed to complete the Step.
  - Select Close to return and complete the Step.
  - Select Save & Continue to proceed to the next Step.
  - You can return at a later date to complete any Step by selecting that Step from the left sidebar.

- When you successfully complete and save a Step, a checkmark will appear in the left sidebar for that step.
Abstract Submission: Title/Body

The maximum abstract length (character count) is 2500 characters and spaces in the abstract title, abstract body and image captions.

- Review the Successful Abstract Submission Guidelines, with tips on including complete data and samples of top-scoring abstracts.

Type or copy-and-paste the title and body of your abstract into the text boxes provided: Title, Purpose, Methods, Results, Conclusions.

Enter the title in sentence case. Do not add a period at the end of your title. Do not put the title in all caps, quotation marks or all bold.

Enter your abstract body using the four distinct text boxes that have pre-populated headers: Purpose, Methods, Results, Conclusions.

- Do not repeat these headers within the text boxes.
- Be careful to ensure that your text is correctly entered to appropriately correspond with each distinct text box.
Abstract Submission: Title/Body, cont.

- Special Characters: In most cases, Greek letters and other special characters will transfer from your word processing software.

- A Special Characters tool is available if you need a special character that you are unable to find in your word processor.

- Italics, subscript, superscript will not copy from Word document text. Use the tool bar provided with each text box to apply these features to your text.

- Do not include diagrams, tables, boxes or borders. A diagram or table can be included with your submission as an image.
Layman Abstract - Optional

- Provide an optional 50-200 word description of your work that non-scientists can understand. Describe the big picture and the implications of your findings, not the study itself and the associated details.
- Submissions with a layman abstract may be promoted to the public and press by ARVO Staff.
Abstract Submission: Title/Body, cont.

Images

Abstract submission may include a maximum of two (2) images.

- First - Browse to select your image.
- Second – Upload the chosen image.
- Your image will preview on the page.

Image Specs:
- JPEG or GIF format only
- 600 dpi minimum resolution
- 1MB max file size
- 3.25" max image width
- 6" max image height
Abstract Submission: Title/Body, cont.

Images, cont.

- You may add a caption (optional) to your image. Characters and spaces in an image’s caption are included in the abstract’s Total Characters count.

- Total Characters count at the top of page will include image(s) caption(s) after you submit the caption.
Abstract Submission: Title/Body, cont.

Total Characters

- There is a limit of **2500** characters and spaces for the title, abstract body text and image captions of your submission.
- The current Total Characters displays at top of each page.
- Total Characters will not update until you select Save or Save & Continue at the bottom of the page.
Abstract Submission: Details

Presentation Type
Select your **Presentation Type** preference from the drop down menu.

**Paper #1, Poster #2** – This abstract may be scheduled as a Paper (oral), but will likely be scheduled as a Poster.
**Poster #1, Paper #2** – This abstract will likely be scheduled as a Poster, but may be scheduled as a Paper (oral).
**Poster Only** – This abstract will only be scheduled as a Poster.
(Paper Only is not an available option.)
Abstract Submission: Details, cont.

Reviewing Code

- Select one **Reviewing Code** from the drop down menu that best represents the content of your abstract.

- Select the corresponding Section or Cross-sectional Group for that Reviewing Code.

**Note:** See [2018 Reviewing Codes](#) link on Annual Meeting / Abstracts web page to view the list prior to the start of your abstract submission.
Abstract Submission: Details, cont.

Travel Grants & Awards (Optional)

- ARVO and ARVO Foundation Travel Grants
- ARVO / Alcon Early Career Clinician-Scientist Research Award
- MIT Outstanding Poster Award

- Select **Details & Conditions** to determine if you are eligible to apply for a travel grant and/or an award.
Abstract Submission: Details, cont.
Travel Grants & Awards (Optional), cont.

- Select the **Apply** button for the Travel Grants or the Award(s) that you want to apply to.
- Answer all questions on the application.
- All questions designated with a red * are required.
- To complete your application(s), you must Agree to the affirmation statements at the end of each application.
Abstract Submission: Details, cont.

Travel Grants & Awards (Optional), cont.

- Do not change the radio button from Apply back to Decline after completing an application, unless you are withdrawing your application.
- If you are withdrawing your application, first remove all of your responses from the application then change the radio button from Apply to Decline.

![Diagram of decision options and award names]
Abstract Submission: Details, cont.

Clinical Trial Registration

Research presented in an abstract that reports on a clinical trial must be registered on a publically available database approved by the WHO. Registration details must be included with the abstract submission.

To determine if the study results presented in your abstract are from a clinical trial, consider the following two questions and refer to the ARVO Statement on Registering Clinical Trials about the ARVO policy.

1. Does this study involve a therapeutic intervention in human subjects? (The intervention may be of any kind, e.g., medical, surgical/laser, or psychological/sociological.)

2. Is the study prospective? (A study planned to observe events that have not yet occurred.)

* If the answer is "No" to either question, then the study does not meet the current definition of a clinical trial, and does not need to be registered.

* If the Answer is "Yes" to both questions, then the study does meet the definition of a clinical trial, regardless of the number of subjects involved or if it involves comparison groups (i.e., different doses of a drug, or treatment and control groups) and must be registered.
Abstract Submission: Details, cont.

Clinical Trial Registration, cont.

1. If your abstract reports on a clinical trial, select Yes for your registry URL.

2. If Yes - Other is selected, you must enter your registry URL in the Other Registry Site text box.

3. If your clinical trial is registered with more than one site, you only need to provide registration details for one of the sites.

4. If your work does not report on a clinical trial, you must select NO.
Abstract Submission: Details, cont.

Clinical Trial Registration, cont.

Enter the following registration data:

- Registration number
- Date the trial was registered
- Date the trial began
Abstract Submission: Details, cont.

Support

- If you have grant support, select **YES**.
  - Identify the support in the Support Details text box. (Example: NIH Grant EY01234)

- If you do not have grant support, select **NO**.
  - You must enter **None** in the Support Details text box.
Abstract Submission: Authors

Authors

- Hide All Affiliations
- Reorder Affiliations

<table>
<thead>
<tr>
<th>AUTHOR ORDER</th>
<th>FIRST AUTHOR</th>
<th>AUTHORS</th>
</tr>
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<tbody>
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<td>Mouse Test</td>
<td>More Info</td>
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<tr>
<td></td>
<td>Disclosure</td>
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<td>* Click to review and acknowledge Disclosure</td>
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</table>

* Affiliation #1
ARVO
- Edit
- Remove

* Affiliation #2
None selected

* Membership Type
Member-in-Training (MIT)

* Gender
Female
Abstract Submission: Authors, cont.

- Your name will pre-populate as the First Author on the abstract.
- Click More Info to check your Author Information, scrolling down to confirm your correct email for receiving abstract notifications.
- Corrections to Name and Email must be made in your submission account record, accessed through your name at the top of each submission site page.
Commercial Relationship Disclosures

All financial relationships with commercial interests relevant to the research reported in the abstract must be disclosed.

- As First Author, it is your responsibility to provide all commercial relationship disclosures for yourself and your spouse/partner and each of your co-authors during this step of the abstract submission process.

- All relevant disclosures regarding financial relationships with a commercial interest(s) must be reported (i.e. disclosures related to the research reported in the abstract), as well as non-remunerative positions that may create a conflict of interest.

- If you and your spouse/partner or a co-author do not have any commercial relationship disclosures related to the abstract, you must indicate: N (No Commercial Relationship) for that author.
Abstract Submission: Authors, cont.

Commercial Relationship Disclosures, cont.

Glossary of Disclosure Terms

- **Commercial Interest:** Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not considered commercial interests.

- **Financial Relationships:** Relationships in which the individual and/or the First Author’s spouse/partner benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ARVO considers relationships of the First Author to include financial relationships of a spouse or partner.

- **Relevant Financial Relationships:** Financial relationships in any amount which occurred in the 12-month period preceding the submission of an abstract, and those which relate to the content of the abstract.

- **Conflict of Interest:** ARVO considers financial relationships to create conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the abstract.
Abstract Submission: Authors, cont.

Commercial Relationship Disclosures, cont.

- Refer to the ARVO Commercial Relationships Policy for disclosure codes and definitions.
- Select **Click to review and acknowledge Disclosure**

![Diagram of Disclosure Form](image-url)
Abstract Submission: Authors, cont.

Commercial Relationship Disclosures, cont.
Scroll down to enter your disclosure information.
Abstract Submission: Authors, cont.

Commercial Relationship Disclosures, cont.

To report disclosure(s)

- Select ‘I have one or more of the following Commercial Relationship(s) to disclose’.
- List each commercial relationship company and its corresponding Relationship Code on a single line.
- If you list a company name multiple times to identify multiple disclosure codes, copy and paste the name from the first entry to ensure an identical company listing that will eliminate duplicate company listings in publications.
- If selecting “P” (inventor/developer) you must add patent/company name or patent ID number.
- If you are employed by a company, you must select “E” and enter the name of the company.
Abstract Submission: Authors, cont.

Commercial Relationship Disclosures, cont.
Adding Spouse/Partner Disclosures for First Authors

If a First Author’s spouse/partner has any relevant relationship(s) to disclose:

- Provide all disclosures for the First Author first, followed by any spouse/partner disclosures, if applicable.

- Type in ‘Spouse’ OR ‘Partner’, hyphen, and the name of the affiliation, company or institution for each disclosure.

  Sample formats:
  Spouse – Genentech
  Partner – Genentech

- Select the appropriate Disclosure Code from the dropdown.

- Select Save & Continue at the bottom of the page.
Abstract Submission: Authors, cont.

Commercial Relationship Disclosures, cont.

- If you and your spouse/partner have no disclosures to report
  - Select N (No Commercial Relationships)
- Select Save & Continue at the bottom of the page.

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For this account, disclose the name(s) of the firm(s) with which commercial relationship(s) exist, as well as the applicable Disclosure Codes that relate to the support. Click here for the ARVO Commercial Relationship(s) Policy and Disclosure Code definitions.

- If you do have relationships to disclose, type in the name of the affiliation, company or institution and select the appropriate dropdown.
- Provide one Company Name and one Commercial Relationship Code per line.
- For Disclosure Code F, you must provide patent/company name or patent ID Number.
- For Disclosure Code E, you must provide the company name.
- If you do not have any relationships to disclose, click the No Commercial Relationship radio button.

N (No Commercial Relationship) - There is no commercial relationship relevant to the subject matter of presentation.
Abstract Submission: Authors, cont.

Affiliations for Publication

- From the Affiliation drop-down for each author, select an existing institution or select Create New Institution.
- Repeat for adding a maximum of two Affiliations for each author.
- If there are 2 or more Departments at the same Institution represented, enter each Department/Institution pair separately.
- If 2 or more authors are affiliated with the same Institution / Department, enter that Institution / Department only once and select it for each author.
Affiliations for Publication, cont.

If you select an existing institution:

- You must then select the "Edit" option to review the *institution, department, *city, *state/province and *country that will be used for all meeting materials.
- *An error message will occur prior to submission if *required fields are not completed.
- Note: Data fields for your institution from your account’s General and Contact information may not have auto-updated here if you previously updated your account.
Abstract Submission: Authors, cont.

Affiliations for Publication, cont.

- If you do not want to use the institution from your account for any author listed in your submission:
  - Select it from the Affiliation drop-down and click ‘X Remove’ to delete it from your submission.
  - This will not delete it from your account.
Abstract Submission: Authors, cont.

First Author Membership Type

- Membership Type must be selected for First Author.
- Select Member-in-Training or Regular.
Abstract Submission: Authors, cont.

First Author Gender

- Gender must be selected for First Author.
Abstract Submission: Authors, cont.

Add an Author

- Select **Add Author** to search the submission site accounts and add up to fifteen (15) co-authors to your abstract.
Abstract Submission: Authors, cont.

Add an Author, cont.

- **First** search by Last/Family Name.
- If not found by Last/Family Name, search by Author’s E-mail.

Search by Last Name OR Email
Abstract Submission: Authors, cont.

Add an Author, cont.

- Select **Add** to add an author from the Author Search Results.

- Select ‘**More Info**’ next to their name to confirm/update contact information.
  - **Scroll down** from the right to provide all required information.
  - **IMPORTANT**: If you receive an error message that says "**Institution: City Missing**", click the More Info link next to each author's name and scroll down to make sure that all author details are included for submission.

![Image of Author Search Results and More Info options]
Abstract Submission: Authors, cont.
Add an Author, cont.

- Select **Create An Author** if the author cannot be found by Last Name or by Email.

- First name, last name, city, country, state/province for US, Canada, Australia, and email are required fields designated with a red *. 

- Select **Submit Created Author**
Abstract Submission: Authors, cont.

Add an Author, cont.

For each added Co-author:

- **Provide Disclosures** for commercial relationships related to the abstract.
- **Add their affiliation(s)**
- Give your co-authors their correct **order number** as they should be listed in the abstract.
- Select **Update Author Order**.
- **Make sure that ALL AUTHORS are INCLUDED in your abstract and are IN THE PROPER ORDER.**

You will not be able to add authors or make any changes after the modification deadline of Sunday, December 3, 2017, 11:59pm U.S. EST.

No exceptions.
Abstract Submission: Authors, cont.

Study Group

- Provide a Study Group name, if applicable.
- Additional authors may **not** be added to the Study Group text box – **they** will be deleted.
- When finished, select Save & Continue.
Abstract Submission: Affirmations

You will be required to acknowledge these affirmations by selecting each box during abstract submission.

- First Author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2018 ARVO Annual Meeting.

- First Author is obligated to register and pay the fees to attend the 2018 Annual Meeting if the abstract is accepted for presentation.

- First Author must be the presenting author at the Annual Meeting and present the same work submitted in the abstract.

- The abstract represents data and conclusions not previously published nor previously presented at ARVO by the same investigator, nor is it redundant with abstracts submitted to ARVO in the same year by the same group of investigators.

- First Author must reveal the essential structure (DNA sequence), the elements of a novel compound, or sufficient identification of new gene compounds (drugs, genes, etc.) in the presentation, if applicable.
- First Author acknowledges that the abstract will be made available on the ARVO website and then published in the ARVO open access journal *Investigative Ophthalmology & Visual Science* under the [Creative Commons Attribution-NonCommercial-NoDerivatives License](https://creativecommons.org/licenses/by-nc-nd/4.0/) and that the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish OR that the abstract is a work of authorship prepared as part of the author's official duties as an officer or employee of the U.S. Government, and is, therefore, in the public domain. Should the abstract be determined as copyrightable, the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish.

- If experimental animals were used in investigation, any research reported was conducted in compliance with the [ARVO Statement for the Use of Animals in Ophthalmic and Visual Research](https://www.arvo.org).
Abstract Submission: Affirmations, cont.

- If human subjects were involved in the investigation, any research reported was conducted in compliance with the "Declaration of Helsinki".

(1) the research followed the tenets of the Declaration of Helsinki; (2) informed consent was obtained from the subjects after explanation of the nature and possible consequences of the study; and (3) where applicable, the research was approved by the institutional human experimentation committee or institutional review board (IRB).

- First Author understands ARVO’s requirement to register a clinical trial prior to reporting on the trial in compliance with ARVO’s Clinical Trials Policy and Clinical Trials FAQs.
Abstract Submission: Affirmations, cont.

Continuing Medical Education (CME) Attestations

- To assist ARVO in determining which sessions may be eligible for CME credit, you are required to respond with Yes or No to the following statements.

- Yes or No responses will not be a factor in the acceptance or rejection of submissions.

- Questions regarding these CME-related statements should be directed to education@arvo.org.

  - I agree to prepare and present content that promotes improvements or quality in research and/or healthcare and not a specific proprietary business interest or commercial interest.

  - I agree to prepare and present content that is free from commercial influence, is based upon scientific methods generally accepted by the scientific and/or medical community, and is only for educational/scientific purposes.
Abstract Submission: Review & Submit

Review all Submission Input

Carefully check each Step of your submission data listed on the page.

- Make sure all special characters and formatting are displaying properly.
- If you find errors, return to the appropriate Step by clicking the Edit option next to that Step’s heading on the page or in the left sidebar.
Abstract Submission: Review & Submit, cont.

Incomplete Steps

- Incomplete Steps, if any, will be listed under Review Submission Input and hyperlinked for you to return and provide the missing required information, save at the bottom of that Step (you will now see a check mark beside the Step that you just completed), and return to the Review & Submit Step.
Abstract Submission: Review & Submit, cont.

View and Print Abstract Proof

- You will also want to View the Proof of your abstract for a user-friendly view of your abstract submission and the option to print it as a PDF.
  - Use the View Proof link at the bottom of the page.
  - Again, if you identify errors, Close the Window to return to Review & Submit, and then select the appropriate Step to return and make any corrections.
Abstract Submission: Review & Submit, cont.

Abstract Submission

- When all Steps are complete, the Submit button will display at the bottom of the Review & Submit page to allow you to submit the abstract.

- Abstracts must be submitted by the modification deadline of Sunday, December 3, 11:59pm U.S. ET.
Abstract Submission, cont.

- Upon successfully submitting your abstract, you will be returned to View Submissions with a green Success! message displayed at the top of the page.
- A system-generated email will be sent to confirm that your abstract has been submitted, using the email in your submission site account.
Abstract Submission - View Drafts & Submission

- Select View Submissions from the left sidebar to access your abstract Drafts and/or Submission.
Abstract Submission – Revisions

- To revise your submission or draft, use the same Abstract Submission Link at the bottom of the Abstracts web page to return to the Submission Site.
- From the Submissions tab - select View Submissions; scroll to the bottom of the page; select Edit for that abstract.
Abstract Submission – Revisions, cont.

- If returning a Submission to Draft status for revisions, Select Yes to proceed.
- You will receive a system-generated email to confirm that your abstract has been returned to Draft status.
- Abstracts returned to Draft status must be re-submitted by the modification deadline of Sunday, December 3, 11:59pm U.S. ET, to be considered for review.
- No changes or submissions will be allowed after the modification deadline.
Abstract Submission – Revisions, cont.

- Your abstract now appears in the Drafts section of the View Submissions page.

- To make revisions, select Edit Draft.

- When your edits are completed, you must **Resubmit** the abstract again by the modification deadline of Sunday, December 3, 11:59pm U.S. ET.

- You will receive another system-generated email confirming the re-submission of your abstract.

- Only abstracts with a Submission status at the modification deadline will be sent forward for review.
Abstract Submission Confirmations & Email Updates

Abstract submission confirmations will be emailed to First Authors on Tuesday, December 5, 2017.

- This confirmation and all other abstract-related correspondence will be sent to the First Author’s email address provided in their submission site account.

- To endure delivery of your abstract-related communications, add ts.acsupport@clarivate and arvoabstracts@arvo.org to your email address book or Safe Sender White List to facilitate delivery and avoid firewalls and spam filters. If you’re unsure of how to add to your Safe Sender White List, contact your email administrator.

If you updated your name or email in your Submission Site account, you must also submit those updates to arvo@arvo.org to update your membership account record as well.

- If you return to the Submission Site at a later date, your name and email from your membership account will overwrite any name/email updates you made.