

## **SUBMITTING TITLES AND ABSTRACTS**

We will again be using <http://wssaabstracts.com> for title and abstract submissions for our 2018 Annual Meeting. Deadlines and instructions are below.

**DEADLINES: Titles are due on September 30<sup>th</sup>, 2017. Abstracts are due November 15<sup>th</sup>, 2017.** These deadlines are FIRM. *If an abstract is not entered by November 15<sup>th</sup>, the title will not be included in the meeting's proceedings.*

**LOG-IN.** Go to <http://wssaabstracts.com>. If you submitted a presentation last year, your user login and password have been carried forward. Enter your login (usually your email address) and password and then click 'login'. If you have forgotten your password, click 'Reset Password' and follow the instructions. Be sure your email program/server is able to receive emails from [admin@wssaabstracts.com](mailto:admin@wssaabstracts.com) and it is not blocked as junk email. If you are a new user, click 'Setup Account' and follow the instructions.

**SUBMIT TITLE (September 1, 2017 to September 30, 2017).** Once logged in using the instructions above, click 'Join a Conference'. You should then see a drop-down list appear at the bottom of the screen. Select "2018 Northeastern Plant, Pest, and Soils Conference" and click 'Add'. Now click the green 'Enter' button that will appear next to "2018 Northeastern Plant, Pest, and Soils Conference". Click 'My Titles and Abstracts' and then 'Add Title/Abstract'. Enter title using WSSA approved common names for crops and weeds (hover cursor over green question mark for formatting hints). Choose Poster or Oral presentation. If an Oral presentation, select your preferences for paper section (e.g. Agronomy, Ornamentals, Biology and Ecology, etc.).

Enter titles in ALL CAPS. Limit titles to 150 characters, including spaces. Include weed scientific names, italicized, in parentheses, without botanical authority.

Students wishing to compete in the oral competition need to select Student Presentations as your 1st Section choice. Students that are presenting papers but do NOT wish to be in the competition should NOT choose Student Presentations section but other appropriate sections. If competing in either the Oral or Poster student competition, choose 'yes' paper is to be judged.

All Authors from the previous year have been carried forward. Add the applicable authors from the drop-down list or click 'new author' to enter information for any author not already listed. Select the blue box next to the author that will be presenting the paper and use the green arrows to adjust the order the authors are listed if needed. Once you have double-checked your information, click 'Save'. The submitter and presenter should both receive a confirmation email that your title has been received. You will be able to log back in to edit, add, or delete any title, section, or author information until December 1, 2017. After that time, contact Michael Flessner ([flessner@vt.edu](mailto:flessner@vt.edu)) and Carroll Moseley ([carroll.moseley@syngenta.com](mailto:carroll.moseley@syngenta.com)) to make changes.

**SUBMIT ABSTRACT (September 1, 2017 to November 15, 2017).** Prior to submission, refer to *Instructions for Authors* at

<http://www.newss.org/annualmeeting.php>. Login to *wssaabstracts.com* using instructions above. Click 'My Titles and Abstracts' and select 'Edit' next to the desired title. Click 'Add Key Words' and choose the appropriate selections from the drop-down lists. NOTE: All key words contained in your Title should be actively selected as key words. They will NOT automatically appear in the index if not selected here. If a key word is not found in the prepopulated lists, you can enter additional terms in the User Defined category. Abstract text can be entered directly into the text window or copied from another program. DO NOT reenter any title or author information into the text window. Please use Arial font size 12 if copying abstract from another program. This will help ensure that no unintended changes in content or clarity occur when abstracts are converted to Arial font size 12 for the Proceedings. The proceedings are online only - not printed. However, abstracts should not exceed one page. To ensure your abstract is one page, the character count (visible at the bottom of the 'Abstract Text' window on the submission page) should not exceed 3200. If you do not intend to publish your data elsewhere, you may include a table on a second page.

Once you thoroughly review all information and abstract text and any corrections have been made, click 'Save'. Edits can be made until **November 15, 2017** when the Abstract submission site will be closed. After that time, contact Michael Flessner ([flessner@vt.edu](mailto:flessner@vt.edu)). These deadlines are FIRM. *If an abstract is not entered by November 15<sup>th</sup>, the title will not be included in the meeting's proceedings.*

**QUESTIONS:** Please send an email to both Michael Flessner ([flessner@vt.edu](mailto:flessner@vt.edu)) and Carroll Moseley ([carroll.moseley@syngenta.com](mailto:carroll.moseley@syngenta.com)).