

## Submitting Titles and Abstracts

We will again be using the website housed through the Weed Science Society of America for title and abstract submissions for our 2012 NEWSS Annual Meeting. Deadlines and instructions are below.

**DEADLINES: Titles are due on Thursday, September 15<sup>th</sup>. Abstracts are due Friday, October 21<sup>st</sup>.**

**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<sup>st</sup> through September 15<sup>th</sup>).** 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 2012 Northeast Weed Science Society and click 'Add'. Now click the green 'Enter' button that will appear next to 2012 NEWSS. 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.). Students wishing to compete in the oral competition should select Student Presentations as your 1<sup>st</sup> 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.

Authors from 2011 have been carried forward to 2012. 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 September 15<sup>th</sup>. After that time, contact Darren Lycan ([darren.lycan@syngenta.com](mailto:darren.lycan@syngenta.com)) and Toni DiTommaso ([ad97@cornell.edu](mailto:ad97@cornell.edu)) to make changes.

**SUBMIT ABSTRACT (September 15<sup>th</sup> through October 21<sup>st</sup>)** Login 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. It is not necessary to 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. Abstracts over 1 page will incur additional page charges. To ensure your abstract is one page, the character count (visible on bottom of the Abstract Text window) should be near 3200. It is recommended to minimize the use of trade names unless it is an abstract describing the initial evaluations of a new product offering or if multiple formulations of nearly identical herbicide products are being evaluated. If submitting a full paper for publication, Supporting Files (e.g. tables, figures) can be uploaded directly while in the site. Consider adding comments or sending me an email if further formatting explanation is needed for uploaded files. Once you thoroughly review all information and abstract text and any corrections have been made, click 'Save'. Edits can be made until October 21<sup>st</sup> when the Abstract submission site will be closed. After that time, contact Darren Lycan and Toni DiTommaso to make changes.

**QUESTIONS:** Send and email to both Darren Lycan ([darren.lycan@syngenta.com](mailto:darren.lycan@syngenta.com)) and Toni DiTommaso ([ad97@cornell.edu](mailto:ad97@cornell.edu)).