SOT ABSTRACT SUBMISSION GUIDE
Updated August 24, 2020
Abstract Site Open Tuesday, September 15 to Tuesday, December 1, 2020 (11:59 PM US ET)

Please Note:

- All accepted poster abstracts must be displayed all day during ToxExpo hours (9:00 AM to 4:30 PM).

- Authors will not be asked to present their posters all day. Poster presentation session times will be assigned in one of three 1.75 hour time blocks held Monday through Wednesday.

- The “No Photography” policy of the Society will be strictly enforced.

Abstract submission site URL: https://tinyurl.com/y4kzweyn
# TABLE OF CONTENTS

Logging In..............................................................................................................................................Pages 3-5

Affirmations & Abstract Title Entry ........................................................................................................Page 6

Presentation Preference ..............................................................................................................................Page 7

Abstract Category .......................................................................................................................................Page 8

Author Entry ...............................................................................................................................................Pages 9–13

Changing Presenting Authors and Author Order .......................................................................................Pages 14–17

Abstract Entry ...........................................................................................................................................Pages 18–20

Conflict of Interest Declaration and Keywords .........................................................................................Pages 21-22

Sponsor Information ....................................................................................................................................Pages 23-24

Abstract Fee ...............................................................................................................................................Page 25

Final Review of Abstract .............................................................................................................................Pages 26-27

⚠️ Designates important alerts regarding the abstract site.
Enter the Abstract submission site

Returning users: If you submitted a scientific session proposal or abstract for previous SOT Annual Meetings, you should use the same Login—usually your email address—and Password). Please note this system is separate from the SOT member section of the website and requires different credentials.

New users: Click on the Create New Account option.
After logging in: Click the 2021 Annual Meeting option in the top menu
Click the “Submissions” option under the SOT 2021 Annual Meeting option to begin.

Abstracts already initiated will appear on the left side of the screen.

To submit a new abstract click NEW

To continue with an abstract already initiated, click the abstract title.
New abstract submission:

**AFFIRMATIONS and TITLE—**

The Rules and Guidelines should be reviewed prior to checking the boxes. **Checking all boxes is required.** The “Content Rules” and “Use of Animals in Toxicology” pages are hyperlinked from the SOT website for convenience.

Under the affirmations check boxes, enter the title of the abstract and click **Save and Continue.** You will click **Save and Continue** after each step in the process.

![Image](image-url)

**TITLE**

The title must clearly indicate the nature of the abstract.

**NOTE:** Please do not place names, author affiliations, or any other contact information here.

Enter your Title Below:

![Title Input Box]

Note the special formatting options above the title entry box.

**Note:** You may receive an error message that your title exceeds the character length, even if your title is only 50 characters long. Try typing the title in, versus copying and pasting from another document. The document you are copying from may have some hidden characters.
**SUBMISSION STEPS:** Appear on the left side of the page. You can move around from one step to another as needed.

⚠️ **Important:** Before logging out of the system after submitting the abstract, be sure applicable check marks appear in the submission steps section, or your abstract will be incomplete and not reviewed by the program committee.

**SUBMISSION STEPS**

- Title
- Presentation Preference
- Category
- Author
  - Abstract
  - CoV/Keywords
  - Sponsor
  - Abstract Submission Fee
  - Review My Work

Select your **PRESENTATION PREFERENCE**:

*Currently Editing: Abstract, Control # 2020-A-1001-SOT*

**PRESENTATION PREFERENCE**

Please choose your presentation type below.

- **Poster Only** means that you would like your abstract to only be considered as a poster presentation.
- **Platform or Poster** means you would like your abstract considered for either an oral presentation or a poster.

Choose Presentation Preference *(Required)*

- Poster Only

**SAVE AND CONTINUE**

Click **Save and Continue** after completing each step.
**CATEGORY step:**

At least one Category is required.

Click **Save and Continue** after completing each step.
AUTHOR step:

**Presenting (First) Author** fields are pre-populated based on abstract site log-in of the submitter; required fields designated by an asterisk. The name may be changed if necessary:

Currently Editing: Abstract, Control # 2020-A-1001-SOT

**PRESENTING AUTHOR INFORMATION**

The author entered on this page should be the person who will present the abstract.

The author information has been prepopulated from the profile information you supplied. This contact information is used for various communications throughout the meeting planning process as well as your registration material. Please ensure the information you enter is current and accurate, thus ensuring that our communications will reach you and your colleagues in a timely manner.

Content will be printed as entered. Please do not enter information in lower case (i.e., margaret peterson, mayo clinic).

Click on the Save and Continue button to save your changes.

**Click here** to see a complete sample abstract.

Please note that you may change the place this author will appear in listings after you complete this step.

* = required

Note: For the 2020 Annual Meeting, all posters will be presenting during all day poster sessions Monday through Wednesday. Presenting authors will not be asked to stand by their posters all day. Presenting authors will be provided one of four 30-minute "author presenting" time blocks from 9:15 AM to 4:30 PM.

**Author**

* First Name: Janet
  
  Middle Initial: 

  * Last Name: Grant

**Institution**

  * Institution: University of Maine
  
  * Institution City: Bangor

  State/Province (If US/Canada): Maine

  * Institution Country: United States

**Contact Information**

  * Email Address: grant@111.edu
**Presenting Author Information (con’t):**

Optional Student Presenting Author field

Indicate Member status here (required for all authors)

Additional Information

Student?:
Please Select

* Member Status: Yes

* Wish to Chair a Poster or Platform Session?: Yes

SAVE AND CONTINUE

If you wish to Chair a Poster or Platform session at the Annual Meeting, click YES. Student and postdocs highly encouraged to click YES.
**Adding Authors** (note: Presenting author will always appear in the blue block). Click here to Add Author.

Add your **additional authors**, one at a time (note, the institution fields may be pre-populated with the presenter author information; you may change this as needed).
Adding authors:

Currently Editing: Abstract, Control # 2020-A-1001-SOT

ADD ADDITIONAL AUTHOR INFORMATION

To add an additional author complete the Author and Institution information below.

Author

* First Name: Donald
* Last Name: Duck

Institution

* Institution: Virginia Tech
* Institution City: Blacksburg
State/Province (if US/Canada): Virginia
* Institution Country: United States

Contact Information

* Email Address: duck@va.edu
* Please Confirm Email Address: duck@va.edu

Additional Information

* SOT Member Status: No

SAVE AND CONTINUE

Click Save and Continue after entering each author
As you add authors, your Author list will grow. Click Add Author to continue adding authors. Author in blue block will always be Presenting (First) Author:

[Use Edit or Remove to edit author information as needed]

Change who is Presenting: To change the Presenting (First) Author

Change the Order these Author(s) are listed: To revise presentation order
NOTE: If you change the Presenting author, you should move that author to the top of the list using this function, in order for the Presenting author to be listed first in the SOT Annual Meeting publications.

To change the Presenting author:

Click the radio button to the left of the new Presenting Author’s name. Click **Save and Continue** when you have finished:
After you click Save and Continue, the complete author information will appear. Scroll down to the bottom of the page. You will be prompted to enter or verify the new Presenting Author’s contact information in the Author step, and select a “Wishes to Chair” option:
The new Presenting Author will then appear in the blue block. Note the “author block” above the author list. This is how the authors will be displayed in the SOT publications:

In order to have the new Presenting author (Lisa Smith) appear at the top of the author block, use the “Change the Order these Authors are Listed” function.
To Change the Order these Author(s) are listed: Re-order the authors as needed.

Click Save and Continue to review the revised order
ABSTRACT step:

The maximum character limit of **2,300** (not including spaces). **Note:** The character limit includes the abstract title and the affiliations.

Most browsers will preserve special character formatting if you copy and paste your abstract from an MS Word file.

Please do not enter your abstract in “outline style” (Introduction:, Overview:, Hypothesis:, Objective:, Methods:, Results:, Conclusion:, etc.)

If you are copying and pasting from another document, or using the Upload a File tool, there could be hidden characters in the abstract increasing your character count. Paste abstract text into a text editor (Word Pad or Note Pad) to view and remove any unwanted characters. **Also, special characters may not be carried over in the copy/paste process. Be sure to review the abstract body upon completion of submitting the abstract.**

Abstract writing suggestions from the Scientific Program Committee:

1. Avoid pronouns (“we concluded...”)
2. Clearly state the purpose or hypothesis of the study
3. Be sure to include data/results
4. Make sure the relevance to toxicology is clear
Note super- and subscript formatting options
Abstract summary and stats. Click Save and Continue if your abstract looks good.

⚠️ You may receive an error message that your abstract exceeds the character length, even if your abstract is less than 2,300 characters. If you are copying and pasting from another document, the document you are copying from may have some hidden characters. Try pasting the abstract to a “Word Pad” or “Note Pad” document to remove unnecessary hidden characters, and then copy and paste the abstract from Word Pad to the abstract site. Note you will have to use the special character options in the “Edit Abstract Text” section to restore any italics, subscripts, etc. in your abstract.
CONFLICT OF INTEREST-COI/KEYWORDS step:
Conflict of Interest declaration: **Required for presenting authors.** Check the box that applies to you and click **Save and Continue.**
KEYWORDS: Optional. If you wish to enter keywords, use the dropdown menu to identify the keywords you wish to link to your abstract.

Keywords (optional)

You may select up to three keywords from the boxes below; selecting keywords is not required. Click the down arrow button to the right of the box to produce a menu of keywords, grouped by keyword topics. The ‘primary’ keywords appear in all caps (all letters capitalized), and the secondary keywords associated with that primary keyword appear under the primary keywords.

If your abstract focuses on a chemical entity (such as acetaminophen), please enter the name of the chemical entity in the corresponding box below.

If you cannot find a keyword in the menu, enter the keyword in the 'Keyword: Other' box.

Keyword 1:
ENVIRONMENTAL TOXICOLOGY

Keyword 2:
Please Select

Keyword 3:
Please Select

Keyword Other:

Chemical Entity:

SAVE AND CONTINUE
SPONSOR step (required):
Select the option that applies to you and your co-authors.

SUBMISSION STEPS
- Title
- Presentation Preference
- Category
- Author
- Abstract
- Coauthors
- SPONSOR
- Abstract Submission Fee
- Review My Work

Currently Editing: Abstract, Control # 2020-A-1001-SOT

Each abstract must have:
- An author who is an SOT member, or
- An SOT member identified as a sponsor, or
- An author who is a member of one of the approved organizations

Are you or another author of the abstract an SOT member?
- Please Select
- Yes
- No

If you click NO:

1. You will be given an opportunity to enter the name of a SPONSOR of the abstract who is a member of SOT.

2. If you do not have the name/authorization of an SOT Member sponsor, but one of your authors is a member of an approved society, you will be given an opportunity to enter that information in lieu of locating an SOT member to sponsor the abstract.
If no author is a member of SOT and there is no SOT member to sponsor, however one author is a member of an approved society, follow the steps to enter the name and select the society:

If NO, do you have a sponsor of the abstract who is a member of SOT?

No

Are you or any other author a member of ONE of the organizations listed below?

- American Academy of Clinical Toxicology
- American Association of Immunologists
- American Association for the Advancement of Science
- American Association for Cancer Research
- American College of Toxicology
- American Physiological Society
- American Society for Clinical Investigation
- American Society for Biochemistry and Molecular Biology
- American Society for Investigative Pathology
- American Society for Pharmacology and Experimental Therapeutics
- Drug Information Association
- Endocrine Society
- EUROTOX
- Environmental Mutagenesis and Genomics Society
- International Society for Computational Biology
- International Society for the Study of Xenobiotics
- Japanese Society of Toxicology
- Safety Pharmacology Society
- Society of Environmental Toxicology and Chemistry
- Society of Toxicologic Pathology
- Society for Pediatric Research
- Society for Redox Biology and Medicine
- Society for Risk Analysis
- Teratology Society

YES or NO (if NO, please be aware that an SOT member is needed as a sponsor in order for the abstract to be reviewed by the Scientific Program Committee):

Yes

If YES, please enter the author name who is a member of this organization and use the list to select their organization:

**Member First Name:**
Donald

**Member Last Name:**
Duck

**Member Organization:**
Society of Environmental Toxicology and Chemistry

**SAVE AND CONTINUE**
**ABSTRACT FEE step:**

You may submit payment now, or complete the final two steps (*Author Photo, Review My Work*) and revisit the Payment step as your final step.

Regardless of SOT member status, the abstract fee is $50 per abstract.

This will not be credited if your abstract is not accepted for the Annual Meeting. **Only credit card transactions are acceptable** (MasterCard, Visa, American Express, Discover).
REVIEW MY WORK Step: For a PDF or printable copy of the abstract summary, click here (this option also appears at the bottom of the Review My Work page).

This step can be reviewed before paying for the abstract submission, although a red “Incomplete” message will appear.

⚠️ Make sure all checks appear in the Steps or the abstract will be incomplete and the Scientific Program Committee will not review your abstract.
Also note that a DELETE option appears at the bottom of the page. Do not click this.

Thank you for submitting an abstract for the 2021 Annual Meeting. SOT will notify presenting authors by late December 2020 of the abstract acceptance or non-acceptance.