Author User Guide

26-November-2018
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ABSTRACT SUBMISSION OVERVIEW

ScholarOne Abstracts streamlines the submission and review process for societies and authors. You may submit an abstract to the ScholarOne Abstracts online system for the society’s consideration. You will receive communications directly through the system including the decision.

ACCOUNT CREATION

To begin creating an account on your society’s ScholarOne Abstracts site, click the Create an Account link on Login screen.

Note: If you created an account before but cannot remember your password, do not create a new account. Click the Forgot Password link in the right corner of the login screen. You will receive an email with a link to change your password. See the Login section of this guide for more information on the Forgot Password option.
STEP 1: GENERAL INFORMATION

On Step 1 enter your Name and Professional Information along with your Area of Expertise (if configured). Your society may also ask if you would like to be considered to review abstracts that match your Area of Expertise. Click Continue in the lower right corner of the page to move to the next step.

Note: When entering your First/Given Name and Last/Family Name you must use upper and lower case letters. (E.g., John Smith)

Before the system will allow you to continue, it checks the step for errors and makes sure that all the required information has been entered. If the step was not complete, a message will display on your screen allowing you to go back to Fix Errors or Continue with No Changes.
Step Incomplete

Please **Close** this window and correct the following errors or click **Continue with No Changes** to return to this step at a later time:

- First Name is missing.
- Last Name is missing.
- Institution name is missing.
- You should specify at least 2 areas of expertise.

[Fix Errors] [Continue with No Changes]
STEP 2: CONTACT INFORMATION

On Step 2 enter your **Address** and **Contact Points**. You may be asked to enter your Twitter and LinkedIn contact information if your society has this option configured.

![Contact Information Form](image)

**Note**: For the City you must use upper and lowercase letters. Your Twitter Profile must begin with the @ symbol.

**Custom Questions**

If your Society has them configured, you may see custom questions on this step. If you already have an account created, you will be prompted to return to your account profile to complete the questions.
Prior Attendance at Annual Meetings

Have you attended an Annual Conference in the past?

- Yes
- No

Click **Continue** in the lower right corner of the page to move to the next step.

**STEP 3: ACCESS**

On Step 3 select your **Roles & Centers** and **Submission & Proposal Types**. If configured, your site may have default roles, such as Author, granted automatically when creating an account. Click **Continue** in the lower right corner of the page to move to the next step.
STEP 4: DISCLOSURES

On **Step 4**, disclose any affiliations or financial information which represents a conflict of interest. This step may vary depending on how your society configured their site.

```
Step 4: Disclosures(New)

* = Required Fields

FINANCIAL DISCLOSURE - by Person

As a sponsor accredited by the ACCME, the Society must ensure that its individually sponsored or jointly sponsored CME activities are independent and free of commercial bias. All in a position to control the content of an CME activity — speakers, authors, planning committee members, organizers, moderators and staff must disclose all relevant financial interest or other relationship occurring within the past 12 months with (1) any manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) any commercial supporters of the activity. (*Relevant* financial interest or other relationships can include such things as grants or research support, employee, consultant, major stockholder, member of speakers’ bureau, etc.) The intent of the disclosure is not to prevent anyone with a relevant financial or other relationship from participating, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker’s or author/sponsor’s interests or relationships may influence the presentation with regard to exposition or conclusion. The Society will **disqualify any individual who refuses to disclose relevant financial relationships.**

To submit an abstract for presentation at the Annual Meeting, the author must disclose for all authors all financial relationships by answering the following questions:

**Does this author have any relevant financial interest/arrangement or affiliation within the past 12 months to disclose?**

- **No,** I have no affiliations or financial interests in relation to this program.
- **Yes,** I have affiliations or financial interests in relation to this program.

If you answered Yes to the above question, please disclose, for all authors, all relevant financial interests or other relationships below:

- Conflict type includes: Board Member/Officer/Trustee, Consultant, Advisor, Employee, Investigator, Investment Interest, Speakers’ Bureau, Owner, Scientific Study/Trial, or Other (please specify).
```

STEP 5: USER ID AND PASSWORD

On **Step 5**, create your **User Id** and **Password**. Click **Continue** in the lower right corner of the page when you are finished.

**Note:** The password is case-sensitive and requires a minimum of six characters. You may use a combination of letters and/or numbers. You can also use a combination of capital and/or lower case letters.
STEP 6: PRIVACY ACKNOWLEDGMENT

In this final step, you are required to acknowledge your consent to the society’s privacy policy and the Clarivate ScholarOne privacy policy. Once you click to acknowledge the policies, you will have full access to the site.

**Note:** You can choose to opt out, but in doing so you will no longer have access to the site or to your emails. If you are associated with reviewer or sessioner tasks, or are an author on an abstract, you will need to contact the site administrator to remove your account.

Click **Create Account** to complete the process.
LOGGING IN AND OUT OF SCHOLARONE ABSTRACTS

LOG IN

To log in to your account, you will need your username and password. If you do not remember your password, click on the **Forgot Password** link and enter your email address. The system will send you a link to reset your password.

**Note:** If you have had an account created for you by a Society administrator, you will be prompted to complete all required information before you can work in the site.
Note: Check the Login page for important announcements from the society.

BLOCKED EMAIL ADDRESSES

If your emails have been blocked, you will receive the message below. You will be required to resolve the issue before you begin to receive emails again. Blocked email will prevent you from getting submission confirmations, review notifications, decision notifications, etc.

There are two types of email blocks:

- Bounced emails: email addresses that have expired, email addresses that are misspelled, or emails that go to inboxes which are full.
- Complaints: user has flagged the system email address as spam.
To resolve a blocked address issue, click on Go to Your Profile to Learn More. You will be taken to the Contacts page of your account where you can clear the issue.

You may also choose to not receive any emails by clicking on Continue to not receive emails link. Choosing to not receive emails may affect your ability to receive confirmation notices, account information, etc.

We are unable to deliver emails to alex0623@donotsend.com

Go to Your Profile and Learn More

Continue to not receive emails

Choosing to not receive emails from this site may affect your ability to receive emails regarding your account, submissions, confirmations and more.

Bounced Emails

When you click on the Go to Your Profile to Learn More button, you will receive this message which includes a link to a Blocked Emails FAQ.

We are unable to deliver emails to alex0623@donotsend.com

Many reasons can cause this such as a misspelled address or full mailbox. You may try to fix this now by doing one of the following:

• Update or change your email address below. Afterwards, use the Verify Email button to ensure delivery.
• OR wait to verify your email using the Verify Email button below.
• OR continue to not receive emails from abstractcentral.com. Choosing to not receive emails from this site may affect your ability to receive emails regarding decisions, reminders, confirmations, and more.

To resolve bounced emails, you must Verify your address. You can select from three actions.

• Update or change your email address below. Afterwards, use the Verify Email button to ensure delivery of emails. You will then continue to receive emails immediately. You must update your address with a new address.
• OR wait to verify your email using the Verify Email button below. You will receive a message letting you know on what date you can verify your address. Emails will not continue until a 14-day suppression period has been met. After the 14 days the emails will resume.

• OR continue to not receive emails from abstractcentral.com. Choosing to not receive emails from this site may affect your ability to receive emails regarding decisions, reminders, confirmations, and more. Included in the instructions is a link to a Blocked Email FAQ which details the resolution options.
Complaints

To resolve Complaint emails, click on the Go to Your Profile to Learn More link. You will be taken to your Contact Information page.

You must first remove the email address as Spam in your email client. You can then click on Restart Email. Your emails will resume immediately.

SPECIAL DISCLOSURES

Presenter and Host Disclosures

Users can submit Conflicts of Interest for review within the system. Presenters and Hosts may have a conflict of interest that is relevant to a specific activity or presentation which does not apply to all presentations. Presenters can simply log in and declare their conflicts of interest through the Message tab’s Disclosure Review.
**Presenter View**

Once the presenter or session host has declared the disclosure’s relevancy to his/her activities, an email will be triggered to the session host (for presenters) or the session owner (for session hosts) so that the information can be reviewed. Additionally, the session host and session owner will be able to see the presenters’ disclosures and whether they have submitted their disclosures for review (see below).

---

### Declare My Disclosures

<table>
<thead>
<tr>
<th>Role: Presenter, Co-Author</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session Title:</strong> General Duality (Excluding a Certain Notion of Anomaly Matching) Obtained From Divisors</td>
</tr>
<tr>
<td><strong>Session Type:</strong> Educational Course</td>
</tr>
<tr>
<td><strong>Day:</strong> 06-19-2017</td>
</tr>
<tr>
<td><strong>Times:</strong> 10:30 - 11:30</td>
</tr>
<tr>
<td><strong>Location:</strong> Greenbrier Ballroom B (Greenbrier Hotel)</td>
</tr>
<tr>
<td><strong>Session Moderators:</strong> Toby Flenderson, Tom Haverford</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABSTRACT TITLE / TIMES</th>
<th>DISCLOSURE OF INTEREST</th>
<th>OPTIONAL COMMENT FOR MODERATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Solution of Heterotic String Theory Compactified on O$^4$ as an Unstable Analytic Continuation of Type II Strings Surrounded by a Surface Defect (Excluding Skein Cohomology) 10:30 - 11:30</td>
<td>![view]</td>
<td>![yes]</td>
</tr>
</tbody>
</table>

### Role: Session Moderator

| Session Title: Progress in Unitarity on H$^4_m(R^4; Z)$ Orbifolds of Planar RSD Backgrounds Fibered Over 4 Copies of O$^4$ |
| Session Type: Investigative Session |
| **Day:** 06-21-2017 |
| **Times:** 14:30 - 15:30 |
| **Location:** The Corner (Greenbrier Hotel) |
| **Session Moderators:** Leslie Kropp, April Ludgate |

| Disclosure | ![view] | Conflict of interest: ![yes] ![no] |

---

**Host (Moderator) View**

Host will access the disclosures through the **Review Presentations** tab from the **Messages** dropdown.
This is the screen the host will see when reviewing the disclosures for a specific activity to ensure there will not be conflicts of interest with any presentation.

LOG OUT

You can log out at any time by clicking Log Out at the top right corner of the page you are on. Click Save to assure your changes are recorded before logging out.
THE WELCOME PAGE

The Welcome Page contains the following sections:

- Header – contains quick links to your account information, messages, help, and logout. It also includes your society's logo, and links to the centers you have been given access.
- Notices of invitations and emails
- Society-specific information that may be customized by the Admin or ScholarOne
- Footer – contains links to ScholarOne News, System Requirements, the Privacy Statement, and Terms of Use.

YOUR ACCOUNT INFORMATION

You may view or edit your account information by clicking your username on the Quick Links section of the header. The drop-down menu gives you access to each section of your account information.

INVITATIONS AND EMAILS

If you have received invitations or emails, there will be a notice on the Welcome Page. Click the link to access the Invitation and Emails.
At any time, you can access invitations and emails through the Messages quick link on the header.

A list of your invitations displays and includes the Details, Status and related E-Mails. In the Action column, you may select View & Respond to take action on the invitation. If you have already responded to the invitation, the Action column will display View as an option. The Action column also includes the option to Add Event to Calendar.
If you are a host, you may have an expanded view which includes the ability to view files uploaded by the presenters via Speaker Management invitations. Once the files are viewed, the host will use a dropdown feature to mark the review as complete.

The Emails screen displays with the date and subject of the email. The subject is a direct link to view the email.

From the Action column, you may view the email. You may also view the abstract or go to the related invitation.
CREATE A NEW SUBMISSION

The ScholarOne Abstracts Submission Center allows you to submit an abstract or view previously submitted abstracts. You can also continue a draft submission from the status page.

**Note:** If you need to exit your submission and return to complete it later, remember to click **Save** or **Save & Continue** on any page you enter data.

ACCESS THE SUBMISSION CENTER

Select the **Submission** tab.

The Submission Center displays with **View Submissions** selected. If you have any draft or submitted abstracts, you may view them here.
CREATE A NEW SUBMISSION

Select **Create a New Submission**.

**SUBMISSION TYPE**

Step 1: Submission Type displays. Select a **Submission Type**. Each submission type will have different field requirements, so once you choose a type you cannot modify it. You must create a new submission to choose a different submission type.
Note: Submission Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

Step 1: Submission type

STEP 1: SUBMISSION TYPE

Submission Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

1. Click the Create New Submission hyperlink.
2. Select a Submission Type. Each submission type has different field requirements, so once you choose a type, you cannot modify it. You must create a new submission to choose a different submission type.
3. Click Continue.
4. Confirm your submission type selection by clicking Continue With This Type or click Choose Another Type to change your selection.

<table>
<thead>
<tr>
<th>CHOICE</th>
<th>TYPE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Abstract Submission</td>
<td>Apr 30, 2019 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>Case Study Submission</td>
<td>Apr 30, 2019 11:59 PM</td>
</tr>
</tbody>
</table>

Confirm your submission type selection by clicking Continue With This Type or click Choose Another Type to change your selection.

⚠ Please Confirm Your Selection

Submission Types cannot be changed after they are selected.

Submission Type: Abstract Submission

Choose Another Type

Continue With This Type
BODY

Step 2: Title/Body displays. The header at the top contains important information such as the society’s submission deadline, the total characters used and the limit, and a link to your society’s customized full instructions for submission.

The fields in Step 3: Title/Body may include text fields where you can type and format your text, images, file uploads, and tables.

If your Society is configured to accept Video Files, the upload section appears below the Title and Body sections.

Once the upload is complete, you can play the video from within your browser.
You must fill all the required fields on this step as configured by your society.

**Note:** All required fields have a red asterisk (*) to the left of each section title. Each section of the submission process may vary depending on how your society has it configured.

Click **Save & Continue** to move to the next step.

**PROPERTIES**

Step 3: Properties displays. You must complete all required fields. Fields pertaining to your abstract submission (i.e. **Presentation Type**, **Category**, and **Keywords**) are on this step. The **Properties** step is customized by your society. This step may also include custom questions.
STEP 3: PROPERTIES

1. Complete all of the required fields pertaining to your abstract submission (i.e. Presentation Type, Category, Link Submission to a Session, Keywords) on this step as configured by your society.  
2. Click Save & Continue.

* = Required Fields

**Presentation Type**  Edit

Type

None selected

**Category**  Edit

Category

None selected

**Keywords**  Edit

Keyword 1

None selected

Keyword 2

None selected

Keyword 3

None selected

Additional AV Equipment

If additional Audio Visual Equipment is required please specify the equipment you need below.

AV Equipment List

Audio Visual Requirements

The 2005 scientific program will require presentations to be formatted in Microsoft PowerPoint. Guidelines to help you prepare your electronic presentation will be sent to you upon acceptance of your abstract.

☑️ If accepted, my presentation will be made on PowerPoint.

☑️ If accepted, I will need further assistance with audio visual format (Please indicate your AV equipment needs below).

Click **Save & Continue** to move to the next step.
AUTHORS

Step 4: Authors displays. You will be listed as the first author. You may add additional authors and change the order of authors.

If configured, the submitting author can review and complete individual author disclosures by clicking on **Click to review and acknowledge Disclosures**.

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>PRESENTER</th>
<th>AUTHORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Chris Smith - More Info Disclosure</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Click to review and acknowledge Disclosure</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="button" alt="Show Affiliations" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Affiliation #1 Edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training, Clarivate Analytics</td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="Edit" /> Remove</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="Edit" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>None selected</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="Edit" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="Edit" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Society Member</td>
<td></td>
</tr>
</tbody>
</table>

[![Update Author Order](button)] [![Reorder Affiliations](button)] [![Add Author](button)]
If you wish to add additional authors, click the Add Author button. If you do not need to add an author, skip to saving the author information.

The Search for Author to Add fields will display. Enter search criteria in any of the fields, then click Search.

If an author is found in the system, the name will populate in the search results below.

- To add an author from search results, click the Add link to the left of the authors name and the name will be added to the current author list. If you are done adding authors, skip to re-ordering authors.

- If the author in the search results is not the person you are looking for, click the Create An Author button.

If you chose the Create an Author button, follow these steps to create an author.
**Note:** Ensure you have searched for an existing author account before creating a new author account.

The **Create An Author** screen displays. Complete the required fields **First/Given Name**, **Last/Family Name** and **Email Address**.

Before the account is created, you will be asked to verify the author information. If you find an error, click the **Edit Information** link in the left corner to make the necessary changes, or click **Submit Created Author**.
The new author is displayed.

Once the authors are added to your author list, you can add their affiliations by using the drop-down menu to select an affiliation that is already listed. You can also Create New Institution.

A pop-up window will display. Enter all information in the required fields: **Institution**, **City, State/Province** and **Country** and click **Submit Created Institution**. The new institution will then appear in the Affiliation dropdown.
The person submitting the abstract is always listed as the first author, but the order of authors can be changed by using the **Author Order** dropdown on the left side of the author list. Change the numbers in the dropdown lists as needed and click **Update Author Order**.

When finished with the Authors, click **Save & Continue**.
DISCLOSURES

Step 5: Disclosures displays. The contents of this screen are specific to your society. Please read and complete any questions on this screen.

V. NON-EXCLUSIVE LICENSE

I have created and am the current copyright holder of a certain presentation and any and all submitted materials identified in this application, hereinafter referred to as the "Work." I agree to license the Work to the Orthopaedic Research Society (ORS) according to the following terms and conditions:

1. This license shall commence upon the date of execution of this Agreement.
2. I hereby agree to grant the ORS a non-exclusive license for the use of the Work. The ORS is not obligated to use the Work in any way.
3. I am granting this license to the ORS as a contribution. I specifically release the ORS from any obligation to pay money or otherwise perform services for this license.
4. The ORS may use the Work for educational purposes only. I understand and agree that these purposes include, but are not limited to, the sale and advertisement of the Work, use of the Work in abstracted form in the Transactions of the 57th Annual Meeting of the Orthopaedic Research Society, on DVD-ROM, the Internet, or other public sources; exhibition; broadcast; distribution and duplication and use of excerpts or abstracts of the Work solely or in combination with other material.
5. I acknowledge that the first publication date for the Work will be Friday, January 11, 2011.
6. If I have violated or infringed a personal or property interest (including a copyright or trademark) of any individual or entity in granting a license to the ORS to use the Work, I agree to indemnify the ORS against any and all liability for payment of claims, judgment, or settlements, for violation or infringement of any personal or property rights resulting from the ORS’s use of the Work, and for any attorneys’ fees that the ORS incurs in the defense of such claim. The ORS will promptly notify me in writing of any such claim, and shall not settle any such claim without my prior written, expressed consent.

I have read the foregoing license and agreement before signing below, and I fully understand the contents.

☐ Yes
☐ No

Click **Save & Continue**.
REVIEW AND SUBMIT

Step 6: **Review & Submit** allows you to preview the information that was entered on each step of the submission process. A green check mark will display to the left of the step if it was completed successfully.

![Review Submission Input](image)

**Step 1: Submission type**
- Abstract Submission

**Step 2: Title/Body**
- Title: Sample Title
- Methods: Methods
- Materials: Materials
- Results: Results
- Conclusions: Conclusion

**Special Needs Statement:**
It is the society’s priority to provide special needs accommodations where needed. Please advise if you require any accommodations.

First author Declaration

**Tables**

<table>
<thead>
<tr>
<th>Table Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
</tr>
<tr>
<td>50</td>
</tr>
<tr>
<td>70</td>
</tr>
</tbody>
</table>

Sample Footer
## Images

<table>
<thead>
<tr>
<th>ORDER</th>
<th>PREVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image" alt="S1A_Training_Header (002).gif" /></td>
</tr>
</tbody>
</table>

> Original

## Step 3: Properties

### SECTION | VALUE
--- | ---
Presentation type | Type  
Oral Preferred  
Category | Category  
Clinical Science  
Keywords | Keyword 1  
ADSA  
Keyword 2  
Bacteriology  
Keyword 3  
blood  
Awards | Resident Clinical/Basic Science Research Award  
Applied
Review your submission information. If any information needs to be updated, click the **Edit** button next to the step name.

If you have uploaded a video file with your submission, you will also be able to view it in your browser from the **Review & Submit** step.
**Note:** If you attempt to add an animated .gif file the upload will fail.

Click the **View Proof** link to View/Print the **Abstract Proof** in a new window.

View Proof

The proof is the final version of your submission, based on the society's guidelines.

If complete, click the **Submit** button.
Note: If the Society requires payment for a submission, you will be redirected to the payment process after the Complete Payment button is clicked. The payment system supports PCI Security Standards. Once payment is complete, you will be returned to the submission site where you may view and print your receipt.

The View Submission screen will display and will list the submission you just created in the Submission section.

VIEW A SUBMISSION

The ScholarOne Abstracts Submission Center allows you to submit an abstract or view previously submitted abstracts.

View an Existing Submission

Select the Submission tab.

View Submissions is selected on the menu and any existing submissions are displayed on screen.
The page will display submissions in a Draft status at the top. You may do the following with draft submissions:

- **Edit Draft**: Continue editing your submission.
- **View Emails**: Display any emails associated with the submission.
- **Delete**: Delete the submission. (If configured by your society, you may not be able to delete abstracts in draft or returned to draft status).
You can do any of the following from the **Submission** section of **View Submissions**:

- **View Abstract**: Display the abstract proof.
- **View Emails**: Display any emails associated with the submission.
- **Edit/Return to Draft**: Return the submission to a draft status to make changes.

### Note

If your site uses the **Open Editing Period** feature, you may see an **Editing Deadline** column rather than a Deadline column and an **Edit Submission** option on the drop-down list. The open editing period allows edits to papers after acceptance.

### AUTHOR WITHDRAW

You can withdraw your abstract from the **Submissions** section. To withdraw your paper using the **Action** column select **Withdraw Abstract**.
After clicking **Withdraw Abstract**, you will be able to give a reason for withdrawing the submission.

![Withdraw Abstract](image)

**Note:** This feature is available if configured by your society.

**VISA LETTER**

If your society site is configured to provide visa letters, the letter will appear under the **Messages** tab when you are logged into the Abstract site. If you have a **Visa Letter** that you have not previously viewed, a "(New)" flag will display. Click the "**Visa Letters**" link to download the PDF.
**ScholarOne**

ScholarOne, a Clarivate Analytics Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

To learn more, visit: Clarivate.com