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Abstract information – Submission Instructions

How to use the online abstract submission system

The abstracts are submitted via Oxford Abstracts online system.

Please answer all required questions in the Submission process.

1. Preparing your abstract

- Download the Word **template** made for this purpose and save the template on your own computer.

- Abstracts MUST be submitted using the provided template form. The abstract system can only process abstracts submitted in the template.

- In the abstract text, describe your research objective, data, materials and methodology used, key findings and conclusions.

- As the refereeing process is blinded, do not give author details on the abstract template, authors and affiliations are entered separately into the abstract system.

2. Submitting your abstract

- Log on to the abstract submission system once your abstract is completed and ready to be submitted.

- First time Oxford Abstracts users have to register once, providing their personal data and e-mail and decide on a password.

- Submitting an abstract is a multi-step process. Each step asks several questions. You will have to answer them all in order to proceed.

- You will be asked to click the "Browse" button and locate your abstract file on your PC's hard disk. Answer the questions on this screen and then click the "Next" button. Your abstract file will be sent to our system - this may take a few seconds if you have a fast internet connection, but may take longer if your connection is slow. Please be patient!

- Proceed to step 2 and Fill in the title(s), name(s) and affiliation(s) of all authors.

- Proceed to step 3 and choose the appropriate stream.

- Once you have completed the final step click the "Finish" button. If you have answered all the required questions your abstract will be assigned a reference number and you will receive confirmation by email. If you have not answered all the required questions your abstract will be held in temporary storage until you return later and complete all the questions.

If you are submitting more than one abstract you can use the same email address and password for each abstract.

2. Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even change the abstract file itself.

1. Log in to the abstract submission system. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.

2. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously - you don't have to change an answer if you don't want to.

3. If you want to change your abstract file you can click the "Browse" button to locate the revised file on your PC's hard disk, then click "Next" to send it to the abstract system. If you don't want to change the file, just press "Next" to bypass this step.

4. When you reach the final step and press "Finish" you will be sent an email confirming that your abstract has been amended - provided you have answered all the mandatory questions.

3. Withdrawing an abstract

If you want to withdraw an abstract please contact the Congress Office: congress-office@utu.fi

4. Further Information

If you have any questions or problems concerning the scientific content of your abstract or abstract handling, please contact the Congress Office for further information:
congress-office@utu.fi

If you experience any technical problems with the submission system please contact the Oxford Abstracts: support@oxfordabstracts.com