

18th Annual Meeting of the Wound Healing Society with SAWC 2008
San Diego, CA
April 24 - 27, 2008
On-Line Abstract Submission Requirements

Upon logging in you will get more specific instructions and downloadable templates. **These instructions are to assist you prior to logging in.**

You will need to create a password to begin the system this year, even if you used the system last year.

If you do not complete the system and do not get a note on the screen stating your abstract submission is complete, you will need to begin again.

Note: You will need **two** copies of your abstract in RTF format.

- 1) Unblinded (Abstract Upload)** – Exactly as the template asks for.
- 2) Blinded Upload** – Above with the author information deleted.

You will be required to upload both or you will get an error saying your abstract is empty.

Creating Your Abstract for Electronic Submission:

Following these guidelines will help ensure success with uploading your abstract.

The abstract template must be used without modification to ensure compliance with all formatting guidelines. This will ensure that your paper size and margin settings are correct, there are no headers or footers present, and that there are no "hidden" fonts that may cause the upload to be rejected. If you do not use the supplied template your abstract will be rejected on upload. If you need the template larger and you have stayed in the 300-word limit, you can stretch the template box without getting an error.

If you "cut and paste" the content of your abstract into the template, after you have pasted, select the entire document (press Ctrl-A) and apply the approved font (Times New Roman 12 pt) to it.

Excel Tables: When you insert an Excel table into your abstract as an object the entire Excel file is embedded into the document; all sheets and linked information are included. Because of this you want the file to be as small as possible. To do this, create a completely separate Excel document of each table you are going to insert into the abstract. Failure to do this can result in incredibly large RTF files, which then can take an hour or more for you to upload.

Before uploading the abstract, view it in the final RTF format and check to make certain that page size, margins and fonts all comply with the requirements. Also make certain that it is displayed as you wish it to appear.

If you wish to have a picture with your abstract that can be discussed after your abstract is accepted, by contacting our office. No photos will be printed in the journal, but may be printed in the program book.

You cannot "cheat a little bit" on fonts, margins, page size, etc. These are all checked when the document is uploaded. If any formatting does not comply with the standards, the upload will not be accepted and you will be unable to complete the submission until the formatting has been corrected.

In addition to the formatting requirements shown on the sample, abstract on-line submissions must meet the following criteria:

Documents must be in Rich Text Format (RTF). The abstract template, which you can download, is in RTF, and if you create your abstract using the template it will already be an RTF file.

The maximum number of words allowed is 300 for the abstract, not to include the title and authors.

Font size must be 12 points.

Only the font listed below is approved for use.

Times New Roman

Abstracts, which do not meet these criteria, will not be accepted when uploaded.

Additionally, Netscape 2.0 or higher, or Internet Explorer 4.0 or higher, is required. Earlier versions of these browsers will not work with the upload form.

Any problems we will keep the system open 24 additional hours to accommodate other issues.

Thank you and good luck.

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