AACA Abstract Submission Instructions

AACA will be using the same software as last year for our abstract submissions. Below are instructions for submitting your abstracts for the 2019 Meeting. To access the AACA abstract submission software, please login to the member’s only section and click on the link for abstract submissions. You must be a current and active member of AACA to submit an abstract.

Creating a profile

Upon your first visit to the AACA abstract submission site, you will need to create a profile. If you created a profile last year you will be able to login with your username and password. NOTE: When you first login, you will see a box that says “please select your designation”. Please make sure you select the correct designation. Regular Members will need to select “Regular/Senior/Affiliate” and Associate Members will need to select “Associate”

Your AACA Membership log-in information will not give you access to the submission site. Under the conference logo, there is a link that says “First-time user? Click here to set-up account.” You will use this to go to the profile creation page. Each individual is required to fill out ALL of the required fields in RED, but completion of the entire profile page fields would be the best way for us to keep in touch with you. When creating your username, be sure to use your EMAIL address. This will allow you to receive your password via email if you ever forget it.
Please note that the individual submitting the abstract should be the FIRST AUTHOR who will be presenting this research at the Annual Meeting (pending acceptance). Please DO NOT submit an abstract on behalf of any individual other than yourself.

After you’ve created your profile, please be sure to save your username and password. This is what you must use to login to the system and also submit future abstracts.

Reviewing the Abstract Parameters

As soon as you have filled out all of your information, you will be directed to the AACA Abstract Submission Parameters landing page. Included in this page are the formatting instructions and abstract examples for your reference. Please review and read ALL OF THE PARAMETERS.

Failure to comply with the abstract submission guidelines outlined on this page will result in your abstract being returned for resubmission that will be accompanied by a resubmission fee of $20.
American Association of Clinical Anatomy
Call for Proposals
26th Annual Meeting
June 11–16, 2019
Tulsa, Oklahoma

In order to submit an abstract for presentation at the 2019 AACRA Annual Meeting you MUST be a member of the American Association of Clinical Anatomy. Membership will be verified before abstract is accepted. Failure to follow correct abstract formatting will result in a rejected abstract with no further review.

Abstract guidelines and formatting instructions:

- All abstracts will be reviewed by the AACRA membership. Authors of accepted abstracts will be notified.
- Abstracts must be submitted online at www.aacra.org.
- Abstracts will be peer-reviewed and accepted on a first-come, first-served basis, subject to approval. Please submit abstracts early to avoid disappointment.
- Abstracts will be presented in 15-minute time slots. Each presentation will be followed by a 5-minute discussion period.
- Abstracts must be submitted electronically via the AACRA website.
- Abstracts must be original and not submitted to any other meeting.
- Abstracts must be presented by the author.
- Abstracts must be submitted by June 1, 2019.

Examples of Proper Formatting for Research-Based and Education Tracks:

**Research-based abstract example:**

**Title:** The Effect of Exercise on Muscle Strength

**Authors:** John Smith, Jane Doe

**Institution:** University of Texas, Austin

**Abstract:** This study aimed to investigate the effects of exercise on muscle strength. Participants were divided into two groups: a control group and an exercise group. The exercise group performed resistance training three times per week for 8 weeks, while the control group maintained their regular activities. Muscle strength was measured using a dynamometer before and after the study.

**Results:** The exercise group showed a significant increase in muscle strength compared to the control group. This study highlights the importance of physical activity in maintaining muscle health.

**Conclusion:** Our findings suggest that resistance training is an effective method for improving muscle strength. Further research is needed to explore the long-term effects of exercise on muscle health.

**Keywords:** exercise, muscle strength, resistance training

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**Education track example:**

**Title:** Teaching Effective Communication Skills in the Medical Field

**Authors:** Sarah Johnson, Michael Brown

**Institution:** Medical School, University of California

**Abstract:** This paper discusses the importance of communication skills in the medical field and proposes strategies for teaching these skills effectively. The authors draw on their experiences in teaching communication skills to medical students and provide examples of successful teaching methods.

**Methods:** The authors conducted a literature review and interviewed medical educators to identify effective teaching strategies. They also shared their own experiences in teaching communication skills.

**Results:** The authors found that interactive teaching methods, such as role-playing and case studies, were effective in improving communication skills. They also identified the need for ongoing evaluation and feedback to assess the effectiveness of teaching strategies.

**Conclusion:** Effective communication skills are crucial for medical practitioners. Educational institutions should prioritize the development of these skills in their curricula.

**Keywords:** communication skills, medical education, interactive teaching
Once you have read through the guidelines and instructions, you will click the button at the bottom of the page that says “Begin the Abstract Submission Process” (see arrow in above picture). You will then be directed to the abstract submission form. Indicated by the red arrow on the above picture.

**Account Homepage**

The next page you will see is the account homepage. If this is the first time you have logged in (i.e. you just created your account), then this is what your page will look like:

To start your abstract submission, you’ll need to click the blue button in the middle of the page that says “Click here to add your first abstract.” See example above.
If this is NOT the first time you logged into the system and you have started your abstract submission, then your screen will likely look like this:

If you would like to edit one of the abstracts you have already started to work on, all you will need to do is click on the first icon on the far-left side of the icons listed under actions.

If you would like to create another abstract submission (different from the one you already have in the system), then you click the blue button toward the top of the page that says “Click here to add another abstract.”

**Abstract Submissions Form**

Once you have been directed to the submission form, the first question is to identify your status. Please make sure that you select the status that is most applicable, this is important for award purposes (you can see award qualifications towards the bottom of the form (For Associate (Students): Ralph Ger Platform Award, Sandy Marks Poster Award, and Tapan K. Banerji Award; For Regular submissions: Anatomical Services Award).

There are several questions following that relate to your abstract and the content of your research. Questions that have a red arrow (>) are required and you will not be allowed to move forward with the submission process until those fields have been completed.

Once you have answered the questions, you will need to input your author and affiliation listing. In this textbox, you will be able to input your superscripts. Please ensure that these are formatted correctly. Also, don’t forget that there is a maximum of three affiliation listings (institutional or departmental). If you are confused about the formatting, please refer back to the guidelines and take a look at the examples provided.

You will then be able to input your abstract title and the body content in their separate respective boxes. Don’t forget to follow formatting instructions with these fields.

The final question is an indication that you have read the guidelines and understand the repercussions of failing to follow said guidelines.
Abstract Pre-Payment Screen

After filling out the submission form, the next page will direct you to the pre-payment screen. Click the button that says “Abstract payment.”

Payment Screen

Next, you’ll need to complete your payment details on the payment page. You have two options: If you have an existing PayPal account, you may login using that OR you can do the PayPal Guest Checkout.

Payment can be made with a credit card (Visa, MasterCard, American Express, or Discover). And unlike the AACA website, regardless of where you live, you can process your payment here (even if you live outside of the USA). Also, while a professor CANNOT submit an abstract on behalf of a student, the student may use their professor’s credit card. See the next page for an example of what the screen will look like.
After you hit the “Pay” button, you should see a screen that looks like the following image. This indicates that payment has been made but in order to proceed to the final steps, you’ll need to hit the blue “continue” button at the bottom. If all is well with your submission, press the blue Continue button. Please note that although there is a red arrow by the payment field, if it says “payment received”, then your payment DID go through. However, you are still required to hit the blue continue button to follow the prompts until you see a screen that says that your abstract has been submitted. If the red arrows are next to something that says payment required, then you are still needing to remit payment. Unfortunately, the red arrows are something that the system cannot remove. To proceed to your abstract submission proof, you will need to hit the blue “continue” button at the bottom of the page.
Submission Proof

After filling out the submission form, you will be directed to a proof of your abstract. If there are any issues with your abstract, click the edit button at the bottom. If you are satisfied with your abstract, press the blue Continue button.

Submission Notification

Next, you will move on to a reminder page regarding resubmissions and registration for the Annual Meeting. To proceed and submit your abstract, please click the continue button at the bottom.
Submitting and Thank you Page

Upon acknowledging those reminders, your abstract will be saved. If you are ready to submit your abstract for review, please click the “SUBMIT NOW for review.” If you submit, you will still be able to go in an edit the abstract until the submission deadline. If you are not quite ready to submit the abstract, you can save the abstract and return later to submit. If you select this, then you will be directed back to your home page with the listing of your abstracts.

After hitting submit now for review, your screen should look like this:
Once you hit the blue “ok” button, you will be directed back to your home page with your abstracts listed.

If you did not hit submit, and requested to go back to the home page, your screen will look like the above photo as well. Here, you can submit another abstract or edit the abstracts you have already submitted. You may also edit your abstract up until the deadline for submission. You can do this by using the same submission link and logging in with your account details.

NOTE:

- If you wish to edit your abstract before the deadline, you can click on the icon above the first upward facing red arrow.
- If you are unsure of whether or not the abstract was submitted, the circular icon above the second upward facing red arrow indicates that the work was officially submitted for review.
- If your work is not considered complete and additional information is needed, you will see the orange rectangular bubble with three white dots in it (shown under the downward facing arrow on the image above).
- To add more abstracts, simply hit the blue button next to the left facing red arrow.

**Please note that if you are having issues with the abstract submission form, contact PLANSTONE not AACA. You can do so by using the “Feedback and Support” button on the right side of the “My Abstracts” page. However, if you have a question regarding the guidelines please contact AACA HQ at abstracts@clinical-anatomy.org or 706-298-0287. Do note that our hours are Monday – Friday from 8 AM – 5 PM Eastern.

Award Qualifications

Associate (Student) Member Awards:
**Ralph Ger Award:** This award is presented to one Associate Member whose abstract was accepted and presented at the AACA Annual Meeting for a Platform Presentation.

**Sandy Marks Award:** This award is presented to three Associate Members whose abstracts are accepted and presented at the AACA Annual Meeting for Poster Presentations. One award is given for each poster category: Basic Science, Clinical Science, and Education/History.

**Tapan K. Banerji Doctoral Award:** This award is given to one Associate Member (Post Doc/Resident) whose abstract was accepted and presented at the AACA Annual Meeting for Platform Presentation. This abstract must be in the category of Clinical Anatomy.

**Regular Member Award:**

**Anatomical Services Award:** This award is presented to one Regular Member whose abstract is accepted and presented at the AACA Annual Meeting. The presenter must be a technical or administrative staff member in an academic whole body donation program at an academic institution where bodies are used for anatomical and clinical education. This research must be in the area of donor preparation and management to include storage, tracking and special preparations, etc.; administration of donor programs; and other areas related to type and quality of donor preparation and management.