

SSA Abstract Submission Walkthrough

1. To submit an abstract, you can start at <http://southernsurg.org/submissions.html>, where you will find a link that will prompt you to login to the SSA Membership system.

If already logged into the SSA Membership system, click the “**Abstract Submission**” section from the left-hand menu.

You will see the page below.

Abstract Submission

The deadline for abstract submissions is Midnight, June 30– **no exceptions**.

Who is allowed to submit?

At least one co-author must be a member of the SSA and serve as the corresponding author who is responsible for notifying the other co-authors of the Program Committee’s decision. By submitting an abstract, the Program Committee will correspond with you about the abstract.

Who is allowed to present a paper?

Only members will be allowed to present papers unless consideration is requested by a member co-author and permission granted by the Program Committee. Up to seven (7) non-members may be allowed to present papers. This determination will be made immediately after abstracts are selected by the Program Committee. Non-member presenter status will not be granted for trainees. Any non-member, including a trainee, may close the discussion, however.

Preparing your abstract:





The accepted file type for abstract submissions is **PDF**.

- Body of Abstract:**
- Single-space within the text, but double space between paragraphs.
 - Please do not indent.
 - Underline Methods, Results, and Conclusions (if citing).
 - 250 words, 1page or less.
 - 1 table OR 1 figure allowed.

[Submit an abstract](#)

2. After clicking “**Submit an abstract**”, the following page will be displayed.

Abstract Submission

1. Upload Abstract 
2. Abstract Information 
3. Which SSA Members Are Authors 
4. Submit Completed Abstract 

3. Below are the sections above expanded for data entry. Note, **non member presenter fields** are only shown if **“Yes”** is selected for Non member presenter.

Abstract Submission

1. Upload Abstract

Browse for the abstract file and then choose upload. The file must be a PDF.

[▶ Converting Microsoft Word file to PDF](#)

No file selected.

2. Abstract Information

Title

CategoryID

Institution name

Business address 1

2

3

4

Country

City Zip/Postal code

Non member authors

Non member presenter

Name

Title

Email address

4. The next section provides the option to assign SSA Member authors to the Abstract by searching the SSA membership database. Note, by default, the submitting member is assigned as an author.

3. Which SSA Members Are Authors

| Author | State |
|---------------------|-------|
| McMasters, Kelly M. | KY |

Search for authors to add:

Search by:

Last name:

4. Submit Completed Abstract

Review the forms above and Save & Submit when ready. You will be able to update after saving until the submission deadline.

5. After [**Save & Submit**], you will have the ability to view, update, or remove the submitted abstract until the abstract submittal deadline.

Submitted Abstracts:

| Title | Institution name | Date submitted | Status | | |
|--------|--------------------------|----------------|-----------------------------|------------------------|------------------------|
| Test | University of Louisville | 3/23/2018 | Abstract submittal received | Update | Remove |
| Test 3 | University of Louisville | 3/23/2018 | Abstract submittal received | Update | Remove |