

## Common mistakes when submitting abstracts for TACSM:

1. Abstract is not formatted properly.
  - a. Please be sure to use the current template provided on the website. Take care to not change font types and font sizes. Do not use templates from previously submitted abstracts.
  - b. Notice author names.
    - a) **First** name then **last** name (middle initial if desired) *with a lower-case “and” prior to the last author*
    - b) All letters in author names are **CAPPED**
  - c. Abstract must be no longer than one page
2. Word file is often omitted
  - a. Please note: the instructs ask you to download a word file of the abstract (the template on which you typed the abstract)
3. Select Subject Area is often not selected
  - a. Please select the subject are closest to your study. If none, then select “other”
4. Submission type:
  - a. Instructions ask you to choose “TACSM Abstract”
  - b. Please **DO NOT** choose any other option
5. Body of abstract is not copied into the text window of the submission site
  - a. Please copy and paste the body of the abstract into the text box (*NOT the title, author names, etc.*).