Abstracts are limited to one typed page (see Abstract Submission Template on the TACSM website). The abstract should be formatted using the posted template (.docx format, please type directly into the template and then save to submit) and include the following elements:

1. Descriptive Title of Project
2. Authors of Project
3. Institutional affiliation of all authors
4. Classification of first author (Undergraduate, Master's, Doctoral, PIT, or Clinical)

Abstracts are **not to exceed one page**, using the formatting/text size provided on the Abstract Submission Template. Please do not use tables or figures, as these are not supported on the website text.

**Note:** Abstracts that do not adhere to these guidelines will be administratively rejected for publication and presentation.

**Online Submission Guidelines** - TACSM will be publishing student abstracts from the 2019 Annual Meeting in the International Journal of Exercise Science. Below are the steps you will need to follow to submit an abstract:

1. Direct your Web Browser to: [http://digitalcommons.wku.edu/ijesab/](http://digitalcommons.wku.edu/ijesab/).
2. Click on “Submit Article” on the right side tool bar.
3. Create an account (this is free). **Note:** If you created an account last year, you can use the same account.
4. Login to your account.
5. Review the Guidelines for the Submission Process and press “continue” button.
6. Accept the “Article Submission Agreement.”
7. Add Author Information (you will have to add each author separately). This is a very important step. Please be certain you have names and email addresses for EVERY author on the abstract before you move beyond this step! **Proofread emails for errors before you proceed.**
8. After you have entered your information, under the “type of submission” option select “TACSM Abstract.” (please do not select any other option)
9. Upload a copy of your abstract in *MS Word format (.docx; please refer to TACSM template).* If you encounter any problems during the submission process, please email Dr. John Smith (john.smith@tamusa).
10. Paste a copy of the abstract in the text box (note: just the body, NOT the title, names, etc.)

**Note:** All abstracts submitted for presentation will be published. There are NO exceptions to this rule. The only option is to not present if you do not want your abstract published. You may submit the same TACSM abstract for National ACSM, but for no other professional associations.
ABSTRACT SUBMISSION CHECKLIST

- **Register for the 2019 Annual Meeting.** In order for your abstract to be judged, you must be pre-registered by February 15th, 2019. Any abstract submission where the first author is not registered for the Annual Meeting on or prior to February 15th, 2019 will be rejected and the student will not be allowed to present.

- **Locate Abstract Template on the TACSM Website.** You must use the TACSM Abstract Template and the formatting supplied within it, as you construct your abstract. Use care not to change any fonts, font sizes, or spacing when you input your abstract content.

- **Complete your abstract.**

- **Submit the abstract through the International Journal of Exercise Science web portal.** See directions outlined above. Please be cautious as you complete each step to be certain you do not miss something. The TACSM is not responsible for an author’s failure to proofread or include all authors on an abstract.

**Deadlines:**
- Judged Posters (eligible for awards): **February 1st, 2019** (11:59pm)
- Non-Judged Poster & Clinical Case Studies (not eligible for awards): **February 15th, 2019** (11:59pm)

- You will receive a notice of acceptance, or a request for revisions, around one week after the deadline for which you submitted the abstract.

- Prepare your poster using the guidelines found on the website.

- In mid-February, the TACSM Executive Director, or a member of the Board of Directors, will contact the first author to confirm the time period your poster will be presented on Thursday evening. Regardless of the time you will present, all posters should be up no later than 3:00pm on Thursday, February 28th and will remain up until after lunch on Friday, March 1st.

- Attend the 2019 Annual Meeting in Fort Worth, TX!

**Follow these steps to submit an abstract:**

1. Direct your Web Browser to: [http://digitalcommons.wku.edu/ijesab](http://digitalcommons.wku.edu/ijesab).
2. Click on “Submit Article” on the right side tool bar.
3. Create an account (this is free). **Note:** If you created an account last year, you can use the same account.
4. Login to your account.
5. Review the Guidelines for the Submission Process and press “continue” button.
6. Accept the “Article Submission Agreement.”

7. Add Author Information (you will have to add each author separately). Take care in entering all authors’ names/email addresses and **proofread for errors before proceeding!**

8. After you have entered your information, under the “type of submission” option select “TACSM Abstract.”

9. Upload a copy of your abstract in **MS word format** (please refer to TACSM template mentioned above). Do NOT upload a .pdf
10. If you encounter any problems during the submission process, please email Dr. John Smith (john.smith@tamusa.edu)

11. **Note:** All abstracts are accepted, but please have your faculty supervisor review your abstract before you submit it, especially if this is the first time you have submitted an abstract. **You may submit the same abstract for TACSM and National ACSM.** This is an excellent chance to practice your presentation since you will get a lot of interaction with TACSM members and the judges will also ask you to explain your work.

**TEXAS ACSM POSTER FORMATTING GUIDELINES**

TACSM will require posters to be in portrait format. Posters should be formatted to a size of 48” high (top-to-bottom) x 36” wide (right-to-left).

Strict adherence to this requirement is especially important this year because the new poster standards will not be able to accommodate posters that are not in this format (see picture to left).

The poster must be printed on a single sheet of paper. Many universities offer this service and if your university does not, then you can contact a local FedEx Kinko’s or other print shop. **NOTE: Failure to comply with these preparation guidelines will result your poster not being displayed.**

Every poster presented at the TACSM should include at least the following elements:

1. Descriptive Title
2. Author Block (all authors should be listed, including professors)
3. Institution Affiliation (of all authors)
4. Classification of first author
5. Short Introduction (limited to one paragraph)
6. Methods
7. Results (should include figures and/or tables)
8. Summary Statements

**Inclusion of an abstract on your poster is optional for authors and inclusion/omission of the abstract will not affect the evaluation of the student presenter in poster judging proceedings.**