

2021 TEXAS ACSM ABSTRACT SUBMISSION DIRECTIONS AND CHECKLIST

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

Professionals now have the opportunity to present in poster format. These will be non-judged and the submission process will be the same.

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.

Abstracts of experimental, observational, and meta-analytic studies *must* include data to substantiate the conclusions being drawn. Systematic reviews without meta-analyses are not acceptable. It is not satisfactory to simply describe what was found (such as, “the treatment group increased their fitness more than the control group”) or to only include statistical results (such as, “associations were significant at $p < .05$.”) The lack of inclusion of experimental data may result in the abstract being rejected.

Note: Abstracts that do not adhere to these guidelines will be administratively rejected for publication and presentation. Scroll below for submission instructions.

- 1.) **All abstracts submitted to the website will be published** in the International Journal of Exercise Science. You may submit the same TACSM abstract for National ACSM, but for no other professional associations.
- 2.) Please submit an email to jsmith@tamusa.edu if you do **NOT** want your abstract published. These abstracts will NOT be judged.

ABSTRACT SUBMISSION CHECKLIST

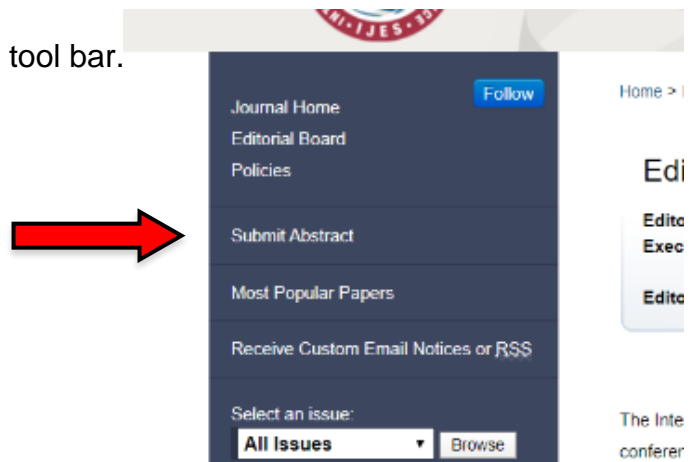
- Register for the 2021 Annual Meeting.** In order for your abstract to be judged, first authors must be pre-registered by **January 29, 2021**. Non-judged abstract first-authors must be registered by **February 12, 2021**.
- Locate Abstract Template on the TACSM Website.** You must use the TACSM Abstract 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.
 - Do NOT generate or convert your abstract to a pdf, it MUST be in a Word document
- Submit your abstract through the International Journal of Exercise Science (IJES) web portal.** See directions [outlined below](#). 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.
- Submit your abstract, [poster](#), and voiceover video to the virtual conference website.** See [directions below](#). This must be done *after* you submit to the IJES portal

Deadlines:

- Judged Posters (eligible for awards): **January 29, 2021 (11:59pm)**
 - Non-Judged Poster (Clinical Teaching, Case Study, Professional, Professional-in-Training not eligible for awards): **February 12, 2021 (11:59pm)**
 - If needed, you may receive a request for revisions shortly after submission. Acceptance notices will be sent out shortly after the **Feb 12** deadline.
 - *Judged Abstracts:* All presenters in the judged category will be able to upload their poster presentation and video of them describing their poster to the virtual meeting platform. Abstract judging will be completed by February 5th and finalist notified on February 8th. All presenters will prepare a [video to be uploaded](#) by February 14th. Videos will be reviewed and scored by February 22 and finalists will be notified February 23, at which time they will be given instructions for live (virtual) judging. The live judging will be the President's Cup finalist and have the opportunity to compete at National ACSM in the President's Cup challenge.
 - *Non-Judged Abstracts:* After abstract submission, all presenters in the non-judged category will prepare a [video to be uploaded](#) by February 14th. Attendees will be able to view and ask questions to the author within the virtual platform. Posters and videos can be displayed prior to the meeting and will be accessible for one week after the meeting.
 - Attend the Virtual 2021 Annual Meeting!
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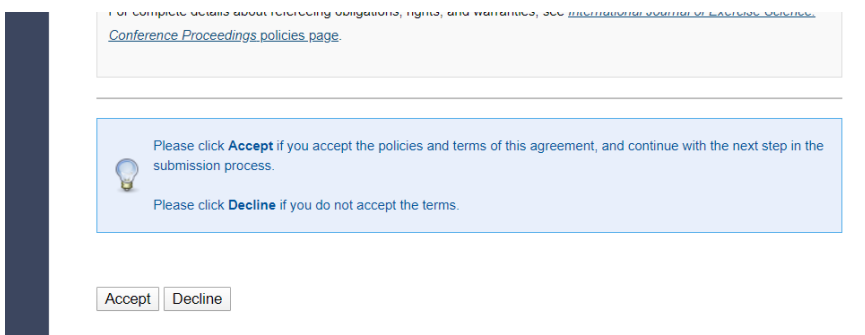
Follow these steps to submit an abstract to the IJES conference proceedings website:

1. Direct your Web Browser to: <http://digitalcommons.wku.edu/ijesab>.
2. Create an account (this is free). **Note:** If you created an account last year, you can use the same account.
3. Click on "Submit Abstract" on the left side tool bar.



4. Review the Submission Process and click the "continue" button.
 - a. Note: The abstract (article) MUST be on the Word template provided in the TACSM website

5. Accept the “Article Submission Agreement.”



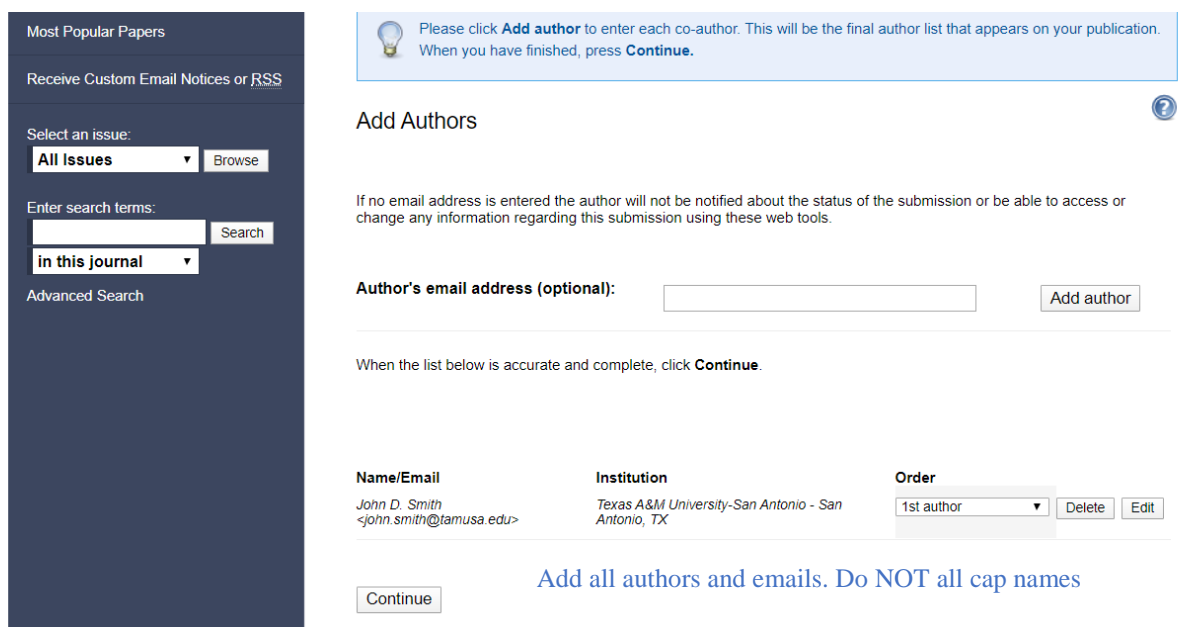
For complete details about refereeing obligations, rights, and warranties, see [the author and co-author responsibilities and policies page](#).

Please click **Accept** if you accept the policies and terms of this agreement, and continue with the next step in the submission process.

Please click **Decline** if you do not accept the terms.

6. 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 email addresses for errors before you proceed.**

- While the website lists the email addresses as optional, TACSM requires you list **every author and his/her email.**
- Note: Do **NOT** use all-caps when entering author names



Please click **Add author** to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press **Continue**.

Add Authors

If no email address is entered the author will not be notified about the status of the submission or be able to access or change any information regarding this submission using these web tools.

Author's email address (optional):

When the list below is accurate and complete, click **Continue**.

Name/Email	Institution	Order		
John D. Smith <john.smith@tamusa.edu>	Texas A&M University-San Antonio - San Antonio, TX	1st author	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>

[Add all authors and emails. Do NOT all cap names](#)

7. Enter the article title

8. Enter the shorted title

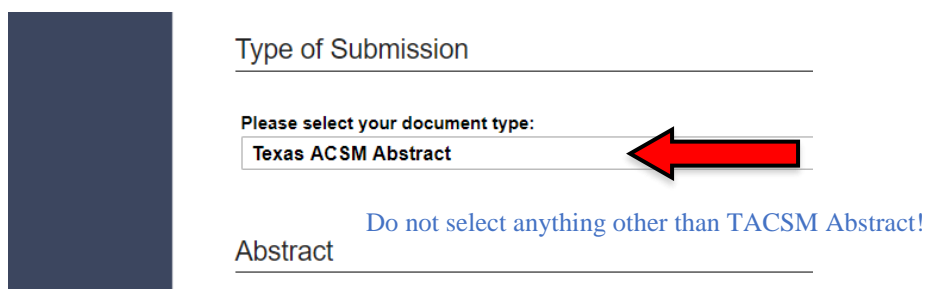
- If your article title is 65 characters or less, just copy and paste it here. Otherwise provide a shortened title

9. Enter key words

- Preferably words not used in your title

10. Select a subject area. If no descriptor fits your subject, click “Other” but do not select “None”

11. Under the “type of submission” option select “**TACSM Abstract.**”



Type of Submission

Please select your document type:

Texas ACSM Abstract

Do not select anything other than TACSM Abstract!

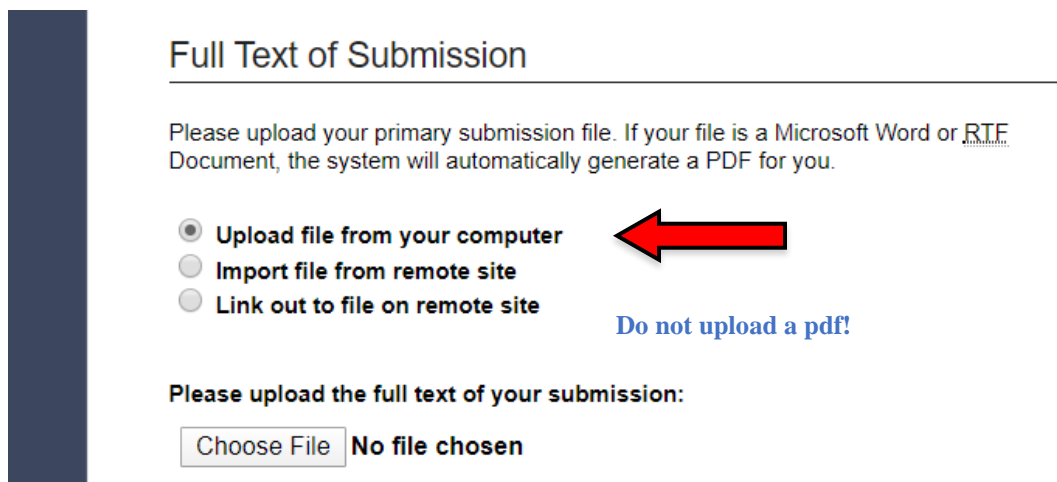
Abstract

12. Copy and paste the body of the abstract from your Word file to the submission box. Do NOT copy the title, author names, the word “abstract” etc. *Only the body of the abstract should be pasted.*

- a. Be sure the words **PURPOSE, METHODS, RESULTS,** and **CONCLUSION** are capped and bolded as instructed in the template.

13. Footnote is optional.

14. Upload a copy of your abstract in **MS Word format** (please refer to TACSM template mentioned above). Do **NOT** upload a .pdf



Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

Upload file from your computer

Import file from remote site

Link out to file on remote site

Do not upload a pdf!

Please upload the full text of your submission:

Choose File No file chosen

15. There is no need for a cover letter

16. If you encounter any problems during the submission process, please email Dr. John Smith (jsmith@tamusa.edu)

17. **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.**

18. **If you do NOT want your abstract published, email jsmith@tamusa.edu for this notification.**

Should you need to revise your submission, please do NOT create a new submission. Simply log back into your original submission to make any revisions.

TACSM will require posters to be in **portrait** format (not landscape). Posters should be formatted to a size of 48" high (top-to-bottom) x 36" wide (right-to-left).

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.

After you have created your poster, save it in pdf format. *You also need to create a 3-5 min video describing your poster and upload it to YouTube* (make it Unlisted). Please go here to learn how to [create a YouTube channel](#). Remember, when you upload your video, it must be unlisted.

Now submit your abstract, poster, and video to the virtual conference website

Hard Deadline: **February 14**. After this the site goes live and no more submission/revisions can be accepted.

Go to the virtual conference site <https://symposium.foragerone.com/tacsm21/submission>

Symposium Presentation Submission

Texas ACSM 2021 Annual Meeting

Please fill out the following form with your poster or presentation information. Please only submit one form per presentation, and please note that this submission is FINAL.

Main Presenter

Your name and email

First Name*

Enter First Name

Last Name*

Enter Last Name

Email*

Enter Email

Your academic level

Level*

Undergraduate

Masters

Doctorate

Professional/Professional-in-Training

Clear

Your university

Presenter University Affiliation*

Enter Presenter University Affiliation

Add additional authors

Additional Presenters

Add up to 7 additional Presenters for this event.

Add Presenter 2

Presentation Info

Title*




Paste your study (abstract) title here

I *x₂* *x²* *I_x*

Enter Title

Abstract Or Description*

Paste the abstract body only (no author names, affiliations, etc.). When pasting your abstract, certain formatting (e.g. bold, italics, etc.) may not be kept. Please double check your abstract and re-add formatting where necessary.

B *I* *x₂* *x²*    *I_x*

Enter Abstract Or Description

Copy the title from your abstract and paste in here. The title must be exactly the same as what was submitted to the IJES website.

Copy the **abstract body** from your abstract and paste in here. The abstract must be exactly the same as what was submitted to the IJES website. Do not include title, authors, etc., only the abstract body.

Select your subject

Subject*

- Athlete Care and Clinical Medicine
- Biomechanics and Neural Control of Movement
- Cancer
- Cardiovascular, Renal and Respiratory Physiology
- Clinical Exercise Physiology

Select your category. Others will be for oral presentations only (posters should not select oral)

Category* ?
Poster presenters will select either Research, Case Study, or Clinical Teaching. All else will select Other.

- Research Abstract
- Case Study
- Clinical Teaching
- Other

Clear

Select your media. All posters will select Poster

Presentation Media

Media Type*

- Poster / Slides (PDF + Video)
- Oral (Video)

Upload your poster in pdf here (remember poster dimensions)

Presentation Media

Media Type*

- Poster / Slides (PDF + Video)
- Oral (Video)

Poster / Slides (PDF + Video)*
Upload a PDF of your poster. PDF must be no more than 10MB in size. If your file exceeds this limit, you can compress the file to reduce its size. We recommend Smallpdf.com or another online tool to compress your file if necessary.

Upload

Upload your 3-5 min YouTube video link here

Voiceover Video Link
Please upload a video (2-5 mins recommended) of you describing your work/poster to YouTube and paste the link below (only YouTube links will be supported). Please make the YouTube video settings as UNLISTED.

Enter Voiceover Video Link

- For support with:
- Uploading videos to YouTube: <https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>
 - Uploading videos longer than 15 minutes to YouTube: <https://support.google.com/youtube/answer/71673?co=GENIE.Platform%3DDesktop&hl=en>
 - Making videos 'unlisted' on YouTube: <https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>

Submit

Submit