

Full Instructions

IMPORTANT! Authors must review ALL instructions below **BEFORE** submitting, including the step-by-step instructions for their selected submission type(s).

Click an item in the menu on the right to go directly to that section of the instructions.

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General Submission Guidelines

Submitting Author Requirements:

- INS membership is not required for abstract submission. INS members who pay 2018 dues will receive discounts on registration and CE fees at both INS meetings in 2017 (including Washington DC and Prague).
- **Accepted abstracts must be presented by the designated presenting author or by their representative (the submitting author must formally communicate any changes in the presenting author to INS at ins@utah.edu).** Presenters and any authors who will attend the meeting must register for the meeting and pay the appropriate fee(s). *All authors are personally responsible for the arrangement and payment of their personal meeting registration, accommodations, travel, and all other meeting-related expenses.*
- All presenting authors will be required to indicate their student status for program award consideration.
- **IMPORTANT AUTHOR NOTICE: Abstract notices are ONLY sent via email to the *Contact Author*, which is the person who submitted the abstract. It is the responsibility of the Contact Author to share any important notices with any co-authors.** To view emails that have been sent to you about your account and abstract submissions, click on "Messages" above.

Overall Submission Guidelines:

- **The abstract submission deadline is Tuesday, August 1, 2017 at exactly 11:59pm U.S. Eastern Daylight Time.** All abstracts must be fully submitted by this time in order to be considered. **No late submissions are accepted, without exception.** Any abstracts that remain in draft status beyond this deadline will NOT be considered.
- There is not a late-breaking submission category for this meeting.
- There is no limitation on the number of submissions, but authors are asked to use discretion because submitting multiple abstracts is likely to create scheduling problems.
- **Accepted abstracts may be scheduled at any time during the four-day meeting at the discretion of the Chair. By submitting, authors commit to be available to present on the date and time they are assigned.**
- Submitting authors will be notified of acceptance decisions by the end of September 2017, and schedule assignments will be sent by the end of October 2017. Abstract notices are sent ONLY to the submitting or "contact" author.
- Submitting authors will be asked to confirm their preference for either paper or poster presentation. While nearly 25% of submissions request oral presentation, we are only able to accommodate approximately 5% of these as papers; the remaining accepted abstracts will be given the opportunity to present a poster.
- **Abstracts will be published EXACTLY as they are submitted.** Please proofread carefully BEFORE finalizing your work. Once the submission deadline has passed, we are unable to accommodate any requests for corrections to typos or other entry errors made by the author during submission.
- **Abstracts MAY be changed after they have been submitted, but ONLY prior to the posted submission deadline, and this must be done directly by the submitting author within the submission system.** If an abstract is returned to draft for editing purposes, it MUST be fully re-submitted by the submission deadline in order to be considered.
- Once the submission deadline has passed, only **minimal** changes to the formal abstract may be accommodated (including author changes or other crucial content changes, but not to correct typos or simple author-entry errors). Author changes AFTER the posted submission deadline must be emailed to INS@utah.edu for approval and processing.
- For questions regarding abstract submission, please contact INS@utah.edu.

Abstract Content:

- **ALL authors must closely follow the Step-by-Step Instructions for their chosen submission type.** Please review the "Available Presentation Formats" section below for complete details and instructions.
- **The body of an abstract may not exceed 2000 characters (including spaces).**
- Paper and Poster submissions must be organized under the following four headings: *Objective, Participants and Methods, Results, and Conclusions*. Participating Symposium Abstracts may optionally organize their abstract under these same

headings (except for the SUMMARY Symposium Abstract, which has its own special format described below).

- **Abstracts will be published exactly as submitted by the author. Please proofread carefully before finalizing your abstract submission. Please check for the following:**
 - **Verify that the overall abstract title is entered in APA/MLA Title Case, as described:** Capitalize the first word of the overall title, and the first word of any subheadings or subtitles (for example: "Abstract Title: Abstract Subheading"). Capitalize all major words and all words longer than four letters. Capitalize the second part of hyphenated words (e.g., Self-Report not Self-report). Do not use acronyms in your overall title.
 - **Do NOT use ALL CAPS for any part of your submission, except acronyms.** Acronyms must be written out the first time they appear in the abstract (for example: "Positron Emission Tomography (PET)"), and then the acronym may be used in subsequent instances.
 - **Do NOT restate the overall abstract title within the body of your abstract.**
 - **Do NOT list author names** within the body of your abstract, UNLESS you are the chair of a pre-organized symposium proposal and you are submitting the *Symposium Summary Abstract* to describe your session and list the individual contributions that will be made by co-authors (please see the Step-by-Step Symposium Proposal instructions below for complete details).

Review Process & Abstract Scoring Criteria:

- All submissions will be peer reviewed by several members of the Program Committee, who are selected according to their expertise in that category. The Program Committee Chair will make the final decision on all submissions.
- **Abstracts will be rated on scientific merit, relevance, breadth of audience interest, and quality—including compliance with posted guidelines.** Authors should proofread submissions and check for proper English usage prior to finalizing their submission(s). INS also highly encourages international and multidisciplinary submissions.
- Submitting authors must adhere to the following guidelines:
 - All abstracts must consist of original work. Abstracts submitted to other meetings or that have been previously published should not be submitted and will not be considered.
 - All research, results, and conclusions must be final at the time of submission. Abstracts that are promissory in nature will not be considered.
 - Case reports may be submitted but the abstract should clearly describe the uniqueness of the case and how it addresses critical knowledge gaps in the field.

Post-Meeting Publication of Accepted Abstracts:

- Abstracts that are accepted and then presented at the meeting will be published after the conclusion of the meeting in an online, supplemental issue of the *Journal of the International Neuropsychological Society: JINS*.

Presentation Formats & Categories

Authors may submit an **Individual Abstract** for consideration as a *PAPER* or *POSTER* presentation, or they may submit a complete **Symposium Proposal**. Please review the following descriptions and the step-by-step instructions for your selected submission type BEFORE submitting an abstract.

Available Formats:

1. **POSTER SESSIONS:** The poster format has proven to be an effective and popular method for communication of scientific information. Poster sessions will be designed to provide a more intimate forum for informal discussion than is permitted by regular platform presentations. Poster presenters will stay with their poster for the duration of the poster session (approximately 60-90 minutes). Presenters are encouraged to upload a PDF of their poster to the meeting app for interested viewers.
2. **PAPER SESSIONS:** Paper sessions are topical oral sessions that are arranged at the discretion of the INS Program Committee Chair. Four to six individually submitted abstracts will be chosen for each paper session. Each abstract will be allotted 12-15 minutes for oral presentation and audience discussion. A moderator will adhere to these time limits to allow time for discussion among the presenters and the audience.
3. **SYMPOSIA:** Symposia are topical platform sessions that deal with specific issues in clinical neuropsychology. INS symposia are distinct from other abstract submissions in that symposia proposals are submitted as an integrated session proposal (usually consisting of 4-5 abstracts) that has been pre-organized by the chair of the proposed symposium session.

A complete symposium proposal consists of a **Symposium Proposal** and a corresponding **Summary Symposium Abstract** (both submitted by the symposium chair), plus a **maximum of four Participating Symposium Abstracts** (submitted by co-authors or on their behalf by the chair). **Symposium proposals that do not meet these criteria may not be considered.**

All symposium abstracts should be closely linked and integrated. Symposia are allotted approximately 90 minutes, so each participating abstract should be given approximately 15-20 minutes. Each symposium should include a review led by the symposium organizer or a discussant (which should correspond to the **Summary Abstract**), as well as a dedicated question and answer period. In the case of a symposium that expresses divergent views on a controversial topic, two longer debate-style talks may also be appropriate.

The symposium chair is SOLELY responsible for submitting the complete symposium proposal as described

above.

Available Categories:

Each abstract must be submitted under one of the categories listed below.

Acquired Brain Injury (TBI/Cerebrovascular Injury & Disease - Adult)
Acquired Brain Injury (TBI/Cerebrovascular Injury & Disease - Child)
ADHD/Attentional Functions
Addiction/Dependence
Aging
Assessment/Psychometrics/Methods (Adult)
Assessment/Psychometrics/Methods (Child)
Autism Spectrum Disorders
Behavioral Neurology/Cerebral Lateralization/Callosal Studies
Cancer
Cognitive Intervention/Rehabilitation
Cognitive Neuroscience
Concussion
Connectomics
Dementia (Alzheimer's Disease)
Dementia (Non-AD)
Drug/Toxin-Related Disorders
Emotion Regulation
Epilepsy/Seizures
Executive Functions/Frontal Lobes
Forensic Neuropsychology
Genetics/Genetic Disorders
HIV/AIDS/Infectious Disease
Inclusion and Diversity/Multiculturalism
Language and Speech Functions/Aphasia
Learning Disabilities/Academic Skills
Medical/Neurological Disorders/Other (Adult)
Medical/Neurological Disorders/Other (Child)
Memory Functions
MCI (Mild Cognitive Impairment)
Mood Disorders
Movement and Movement Disorders
Multiple Sclerosis/ALS/Demyelinating Disorders
Neuroimaging
Neurophysiology/EEG/ERP
Neurostimulation/Neuromodulation
Neuropsychiatry
Schizophrenia
Stroke/Vascular Cognitive Impairment
Visuospatial Functions/Neglect/Agnosia

Managing Your Account

- To edit your account on the submission website, click on your name in the upper right corner of the page.
- To view emails that have been sent to you about your account or your abstract submissions, click on "Messages" in the upper right corner.
- **Please do not create duplicate accounts for yourself or for other authors.**
 - If you forget your login credentials, please use the Forgot Password link.
 - **If you need to add a co-author, please search this system for an existing account before creating a new account on behalf of that author.** (Users who were the corresponding author on an abstract at the 2017 INS Annual Meeting in New Orleans should already have an account in this system; all others will have to create a new account in order to be listed as an author).

Submitting an *Individual* Abstract

Accessing the ABSTRACT SUBMISSION CENTER

Select the SUBMISSION tab at the top of the page to manage individual abstracts (those submitted as *Poster* or *Paper* type), or to create a **Summary Symposium Abstract** and/or **Participating Symposium Abstracts** to be linked to an overall symposium proposal.

The default view in the Submission Center is **View Submissions**, where DRAFT and SUBMITTED abstracts are listed at the bottom of the page. To create a NEW abstract, select **Create New Submission** from the menu.

USER TIP: If you need to exit your submission and return to complete it at a later time, remember to click **Save or Save & Continue** on any page you enter data.

The header on each submission screen contains important info including the submission deadline, the total characters used and the overall character limit, and a link to the full INS submission instructions.

Creating or Editing an INDIVIDUAL ABSTRACT

STEP 1. Submission Type

- You must select a submission **Type** for each new abstract. Please choose carefully, as you cannot modify a submission type once it is selected (if you need to change an abstract's submission type AFTER it has been selected, you must create a completely new abstract of the new type and DELETE the previous abstract that was the wrong type).
- Please review the available submission types before making your selection:
 - **ABSTRACT FOR A PAPER OR POSTER SESSION:** Select this option to submit an individual abstract for consideration as a PAPER or POSTER presentation.
 - **PARTICIPATING ABSTRACT IN A SYMPOSIUM (SYMPOSIUM PARTICIPANT):** Select this option if you are the CHAIR or an INVITED PARTICIPANT in a pre-organized symposium. The overall **Symposium Proposal** must be submitted first, before any participating abstracts may be linked to it. *Please note that you may not participate in a specific symposia proposal unless you have been invited to do so by the symposium chair.*
 - **INVITED ADDRESS:** This submission type is reserved exclusively for speakers who have been invited to present a CE Workshop, Plenary or Keynote, or Career Awardee presentation. *If you submit an invited abstract without being invited to do so by INS, your submission will NOT be considered.*
 - **INVITED SYMPOSIA PARTICIPANT:** This submission type is reserved exclusively for participants in Invited Symposia (those specifically invited by the Program Committee Chair). *If you submit an invited abstract without being invited to do so by INS, your submission will NOT be considered.*
- You will be asked to confirm your submission type before proceeding to the next step.

STEP 2. Title/Body

- In this step, you will enter a formal **Title** for the abstract, as well as the **Abstract Body**.
- You must fill out all of the required fields, which are denoted by an asterisk (*).
- **Please follow the specific instructions on this page for your chosen submission type.**
- Click Save & Continue when you are finished.

STEP 3. Properties

- Here you will be asked to confirm your preferred Presentation Format, Category, and Keyword(s).
- **Please follow the specific instructions on this page for your chosen submission type.**
- Click Save & Continue when you are finished.

STEP 4. Authors

- On this page you will enter all of the **Authors** for the abstract, and place them in the preferred order. You may also add **Author Affiliations**.
- **Please follow the specific instructions on this page for your chosen submission type.**
- **IMPORTANT—PLEASE NOTE:** The submitting author is considered the *Contact Author* and will be the sole point of contact for all decisions regarding this abstract. The submitting author of each accepted abstract will also be listed as the *Corresponding Author* when the abstract is published in JINS.

STEP 5. Disclosures

- Complete all required statements on this page.
- Click Save & Continue when you are finished.

STEP 6. Review & Submit

- Here you may preview your abstract. A green check mark will appear next to each item that was submitted successfully, or errors preventing submission will be shown.
- **Please review your submission carefully.** If any information needs to be updated, click the EDIT button next to the item that needs to be edited.
- Click the **View Proof** link to view the Abstract Proof in a new window. You may also print the proof or save it as PDF (for example, to share a copy of the proof with co-authors).
- Once you are sure the abstract is ready to be submitted, click the **Submit** button. The *View Submission* screen will display and will list the submission you just created in the Submission section. If you need to make further changes to an abstract that has been submitted, you will have to return it to draft on the *View Submission* page and then select "Edit Draft" from the drop-down menu.

Accessing the SYMPOSIUM PROPOSAL CENTER

Select the SYMPOSIUM PROPOSAL tab at the top of the page to manage new and existing *Symposium Proposals*, and to link participating symposium abstracts to your existing session proposals. The default view in the Proposal Center is **View Submissions**, where all DRAFT and SUBMITTED session proposals are listed at the bottom of the page.

To create a NEW session proposal, select **Create New Proposal** from the menu and then follow Steps 1-4 below.

To EDIT an existing session proposal: After going to the symposium proposal tab, find the proposal you wish to edit, and then select *Edit Draft* or *View Proposal & Manage Linked Abstracts*.

Editing Symposium Proposals:

STEP 1. Content

- Please select the TYPE of symposium you are submitting: either **Symposia** (for regular symposia submissions), or **Invited Symposia** (for invited symposium sessions). Invited symposia are ONLY those that have been specifically invited by the Program Committee Chair.
- Under TOPIC, please select the category that is most appropriate for your overall symposium proposal.
- The text you enter under SESSION TITLE will serve as the formal title for your symposium. **The title you enter here should be exactly the same as the title you enter for your Summary Symposium Abstract.** This title will be published in JINS with your summary abstract and all participating abstracts in the event that your symposium proposal is accepted.

STEP 2. Participants

- The author list for your symposium proposal should include you (as the chair and first author), as well as all of the presenting authors who will contribute to your symposium session. Essentially, any co-author who will submit a participating symposium abstract should be listed as a participant on this page. It is optional to list the discussant as a participant, just as it is optional for the discussant to submit a formal abstract.

STEP 3. Link Abstracts

- This page shows all *participating symposium abstracts* that have been linked to this proposal.
- The person who submitted the original proposal may link participating symposium abstracts to their proposal directly from this "Link Abstracts" page—either by clicking the **Create Abstract** button to begin a new participating abstract, or by clicking the **Link Abstract** button to associate an existing symposium abstract that was created by another user (the creator's name or the abstract's control ID will be needed in order to search for the abstract).
- **Once participating symposium abstracts have been linked, they should be placed in the order that they will appear during the actual session (and the same order that is described by the Chair in the Summary Symposium Abstract).** To change the order of the abstracts, enter their new order below and then click UPDATE ABSTRACT ORDER.
- **Please ensure that each participating symposium abstract is linked to ONLY ONE symposium proposal.**
- **REMINDER: For a symposium to be considered, it must be submitted in full by the posted deadline and be comprised of ALL of the following components:**
 1. The overall *Symposium Proposal*;
 2. ONE *Summary Symposium Abstract* (submitted by the chair); and
 3. A maximum of FOUR *Supporting Symposium Abstracts* (submitted by co-authors or on their behalf by the chair).

STEP 4. Review & Submit

- Here you may preview your symposium proposal. A green check mark will appear next to each item that was submitted successfully, or errors preventing submission will be shown.
- **Please review your proposal carefully.** If any information needs to be updated, click the EDIT button next to the item that needs to be edited.
- Click the TITLE of each linked abstract to view the individual **Abstract Proof** in a new window. You may also print the proof or save it as PDF (for example, to share a copy of the proof with co-authors).
- Once you are sure the abstract is ready to be submitted, click the **Submit** button. The *View Session Proposals* screen will display and will list the proposal you just created. If you need to make further changes to a proposal that has been submitted, you will have to return it to draft on the *View Session Proposals* page and then select "Edit Draft" from the drop-down menu.