

Full Instructions

IMPORTANT! AUTHORS MUST REVIEW ALL POSTED INSTRUCTIONS BELOW BEFORE SUBMITTING, INCLUDING THE STEP-BY-STEP INSTRUCTIONS FOR THEIR SELECTED SUBMISSION TYPE(S). Click an item in the "Jump To" 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 their 2017 dues will receive generous discounts on registration and continuing education fees at both INS meetings in 2017.
- Accepted abstracts must be presented at the meeting by the corresponding author or by an officially designated representative. **To be eligible to present, ALL designated presenters must formally register for the meeting and pay associated fees.** Co-authors who will attend the meeting must also register. *All authors are personally responsible for the arrangement and payment of their personal meeting registration, accommodations, travel, and 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 author who submitted the abstract. **Contact Authors must share 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.

Meeting-Specific Requirements (New Orleans 2017):

- **The abstract submission deadline is Monday, August 15, 2016 at exactly 11:59pm U.S. Eastern Daylight Time. We are unable to make any exceptions to the posted deadline.**
- **Submitting authors will be notified of acceptance decisions by mid-October 2016.** Abstract notices are sent via email ONLY to the submitting or "contact" author.
- Accepted abstracts will be sessioned by the Program Chair, whose decisions are final. During submission, abstract authors will be asked to confirm their preference for either oral (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 are given the opportunity to present a poster, or are assigned to symposia.
- **By submitting, authors commit to be available to present on the date and time they are assigned.** Accepted abstracts may be scheduled at any time during the four-day meeting at the discretion of the Chair.
- **Authors will be notified of schedule assignments by the end of October 2016.**
- For questions regarding abstract submission, please contact INS@utah.edu.

Overall INS Submission Guidelines:

- **No late submissions are accepted, without exception.** Abstracts that remain in draft status beyond the posted submission 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; however, authors are asked to use discretion since submitting multiple abstracts is likely to create scheduling problems.
- **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 status for editing purposes, it **MUST** be fully re-submitted by the posted 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.

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 novelty 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*.
- **Abstracts will be published online EXACTLY as they are submitted.** Please proofread carefully BEFORE submitting your work. Once the submission deadline has passed, we will be unable to accommodate any requests for corrections to typos or other entry errors made by the author during submission.

Abstract Content:

- Please review the "Available Presentation Formats" section below for complete details on the types of abstracts that may be submitted. **ALL authors must closely follow the Step-by-Step Instructions (listed below) for their chosen submission type.**
- **The body of an abstract may not exceed 2000 characters, which equates to approximately 250 words.**
- Poster and/or Paper submissions must be organized under the following 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.** Please see the step-by-step instructions below for further details on appropriate usage of title case.
 - **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, 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).

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**. For this special meeting, we are also encouraging submissions with a **Historical** focus. **Please review the following descriptions AND the step-by-step instructions for your selected submission type BEFORE submitting an abstract.**

AVAILABLE FORMATS:

HISTORICAL: To help celebrate the Society's 50th anniversary, we are inviting high-quality, historically themed contributions that focus on key aspects of neuropsychological practice and research. Topical examples include: theoretical and cognitive constructs, test development and refinement, multi-method integration such as the synergism between neuroimaging and cognitive evaluation/constructs, and biographies of leaders who helped shape the discipline – including the subsequent training lineage. Contributions that integrate the "past, present, and future" impact will receive preference. Submissions can be in any of

the presentation formats (i.e., Poster, Paper, or Symposia).

POSTER: The poster is an effective and popular method for communication of scientific information. Poster sessions are designed to provide a more intimate forum for informal discussion than is permitted by regular platform presentations. Poster presenters remain with their poster for the entire session (approximately 1 to 1.5 hours).

PAPER: Paper sessions are topical oral sessions that are arranged at the discretion of the INS Program Chair. Approximately 4–6 individually submitted abstracts will be chosen for each paper session. Each abstract will be allotted 12–18 minutes for oral presentation and audience discussion. A moderator, selected by the Program Chair, will rigorously adhere to stated time limits to allow time for discussion.

SYMPOSIA PROPOSALS: Symposia are topical platform sessions that deal with specific issues in neuropsychology. INS symposia sessions are distinct from *individual* abstract submissions in that symposia proposals are submitted as an *integrated presentation* (usually consisting of between 4-6 abstracts) that has been *pre-organized* by the chair of the proposed symposium session.

Important! Only complete symposium proposals that meet these criteria will be considered. To be considered complete, the proposal must be submitted in full by the posted deadline and must consist of the initial *Symposium Proposal*, a corresponding *SUMMARY Symposium Abstract*, and 3-5 additional *SUPPORTING Symposium Abstracts* (please see the step-by-step symposia instructions BELOW for full details). Please note that each symposium can have no more than 6 total presenters, including the chair (or up to 7 is allowable if including a discussant).

The 4–6 participating symposium abstracts should be closely linked and integrated, and each should range from 15–20 minutes. Symposia sessions are allotted approximately 1.5 hours and should include a review led by the symposium organizer or a discussant (which should correspond to the submitted 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.

For this special meeting, we are encouraging symposia that include: **1)** An integrative approach that reviews historical findings/landmarks of the topic, current cutting edge research, and future implications/directions — the historical and future portions could occur during the initial and final talks, respectively; **2)** An international group of presenters, and **3)** Multidisciplinary representation (as appropriate)

IMPORTANT! The symposium chair is SOLELY responsible for submitting the complete symposium proposal as described in these instructions. Requirements include:

1. **Submitting the initial *Symposium Proposal*.** This creates a "session" within the system to house supporting abstracts. This must be done FIRST, before supporting abstracts can be linked.
2. **Submitting a *Participating Symposium Abstract* to serve as the OVERALL SUMMARY for the session.** This abstract provides a formal title for the symposium and a detailed description that includes the specific contributions of supporting authors. The chair should submit this abstract as its first author, and all of the primary participants (i.e., those who are submitting abstracts to the symposium) should be listed as co-authors. If a symposium proposal is accepted and presented, the SUMMARY will be printed in JINS along with the supporting abstracts.
3. **Submitting an additional 3-5 *Participating Symposium Abstracts* to support the proposed session.** These may be submitted by co-authors, or on their behalf by the symposium chair.
4. **Linking the SUMMARY and additional 3-5 *Participating Symposium Abstracts* to the newly-created session, determining the correct presenter order, and making the final submission.** Once all supporting abstracts have been submitted, they must be LINKED to the overall symposium proposal by the chair (who also determines their order of appearance).
5. The symposium chair is the **Contact Author** for the overall submission, and as such is solely responsible for communicating abstract decisions and updates to their co-authors and/or designated presenter(s).

AVAILABLE CATEGORIES:

A primary CATEGORY must be selected for each individual abstract submission from the list of available categories below. At least one KEYWORD (or as many as three) must also be selected for each abstract during the submission process.

Acquired Brain Injury (TBI/Cerebrovascular Injury & Disease - Adult)
Acquired Brain Injury (TBI/Cerebrovascular Injury & Disease - Child)
ADHD/Attentional Functions
Aging
Assessment/Psychometrics/Methods (Adult)
Assessment/Psychometrics/Methods (Child)
Autism Spectrum Disorders
Behavioral Neurology/Cerebral Lateralization/Callosal Studies
Cancer

Cognitive Intervention/Rehabilitation
Cognitive Neuroscience
Cross Cultural
Dementia (Alzheimer's Disease)
Dementia (Non-AD)
Drug/Toxin-Related Disorders (Including Alcoholism)
Electrophysiology/EEG/ERP
Emotional Processes
Epilepsy/Seizures
Executive Functions/Frontal Lobes
Forensic Neuropsychology
Genetics/Genetic Disorders
Historical
HIV/AIDS/Infectious Disease
Imaging (Functional)
Imaging (Structural)
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)
Movement and Movement Disorders
Multiple Sclerosis/ALS/Demyelinating Disorders
Neurostimulation/Neuromodulation
Psychopathology/Neuropsychiatry (Including 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 at ins2017.abstractcentral.com.
- To view emails that have been sent to you from this site (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 2016 INS Annual Meeting in Boston 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.*

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:** 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:** Please DO NOT SELECT this option unless you have been invited to do so by INS. 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" type 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 title for the abstract, as well as the body of the abstract.
- Please enter the abstract title in **Title Case**.
 - In MLA/APA Title Case, you should capitalize: 1) the first word of the heading/title and any subheadings/subtitles, 2) all major words, including the second part of hyphenated major words (e.g., Self-Report not Self-report), and 3) all words longer than four letters.
 - DO NOT use all caps for any part of your submission.
- Please review the specific TITLE/BODY instructions for your chosen submission type:
 - **Specific instructions for PAPER and/or POSTER abstract submissions:** The body of the abstract must be organized under the following headings: 1. Objective, 2. Participants and Methods, 3. Results, and 4. Conclusions. *These headings are automatically provided by the submission system; please do not duplicate them within the body of your abstract.*
 - **Specific instructions for SUMMARY symposium abstracts:** The chair of each symposium must include a "Summary" abstract that follows the following specific format:
 - This abstract provides a formal title for the symposium and a detailed description that includes the specific contributions of supporting authors. The TITLE entered on this page must exactly correspond to the title that is entered for the overall Symposium Proposal; this will be the published title.
 - In the body of the abstract, please describe your overall goals and strategy for the session. Please also provide a detailed description of the specific contributions that will be made by your supporting authors, whom you should name within the body of your abstract if possible.
 - The chair should submit this abstract as its first author, and all of the primary participants (i.e., those who are submitting abstracts to the symposium) should be listed as co-authors. The authors should be ordered by their anticipated appearance in the session, with the SUMMARY abstract ordered as #1.
 - The TITLE entered on this page must exactly correspond to the title that is entered for the overall Symposium Proposal.
 - Please include the word "Summary" at the beginning of your abstract, in bold, followed by a colon (e.g., **Summary:**).
 - If a symposium proposal is accepted and presented, the SUMMARY will be printed in JINS along with the supporting abstracts.
 - **Specific instructions for SUPPORTING symposium abstracts:** For all other participating abstracts in a symposium session, the authors have the OPTION to organize the body of their abstract using the same headings as above (*Objective, Participants and Methods, Results, Conclusions*). If including these headings, please add them according to the specific instructions on the submission page.
- The header on this 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.
- You must fill out all of the required fields, which are denoted by an asterisk (*).

STEP 3. Properties

- Here you will be asked to confirm your preferred **Presentation Format**, depending on the type of abstract you are submitting:
 - **If submitting a paper/poster abstract:** Indicate your preferred format for this presentation. Available choices include *Paper Preferred, Paper or Poster, or Poster Only*. Please note that this selection does not guarantee you will

receive the selected format; accepted abstracts will be assigned to specific formats and sessions at the discretion of the Program Chair according to available space and program design.

- **If submitting a participating symposium abstract:** Confirm this is a symposium abstract under "Type". You must also link the abstract to its corresponding symposium proposal using the drop-down menus on this page for "Session Creator" (this should be the chair of the proposed symposium) and "Session Title" (the title of the proposed symposium).
- Select a **Category** for your submission from the drop-down list. This field is required.
- You must also select at least one **Keyword**, or you may select as many as three Keywords. Selected keywords will be included in a Keyword indice upon final publication in JINS. Click Save & Continue when you are finished.

STEP 4. Authors

- Please note that you will be listed as the *first author* on this submission. The submitting author is also the *Corresponding or Contact Author* and will be the sole point of contact for all decisions regarding this abstract.
- TO ADD AUTHORS:
 - Click the **Add Author** button; the **Search for Author to Add** fields will display.
 - Enter search criteria in any field and click **Search**. If an author is found in the system, their name will appear in the search results. To add an author from search results, click **Add** to the left of the author's name and they will be added to the current author list.
 - If you cannot find an author by searching, click the **Create An Author** button. **IMPORTANT: Do NOT create a new co-author account until you have first searched for the author using the Search field.**
 - In the **Create An Author** screen, complete all required fields and then click on **Submit**.
 - Before the account is created, you will be asked to verify the author information. If you find an error, click **Edit Information** to make the necessary changes.
 - Otherwise, click **Submit Created Author** to display the new author and subsequently add them to your author list.
- TO ADD AFFILIATIONS: Once co-authors are added to your author list, you can add AFFILIATIONS by using the drop-down menu to select an existing affiliation, or by clicking **Create New Institution**, which will trigger a pop-up window.
- TO CHANGE AUTHOR ORDER: To change your AUTHOR ORDER, change the numbers in the drop-down lists as needed and click **Update Author Order**.

STEP 5. Disclosures

- Complete all required statements on this page.
- When you are finished, click **Save & Continue**.

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.

Submitting a *Complete* Symposium Proposal

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 Session Proposals:

STEP 1. Content

- First, please select ORAL for your presentation **TYPE** (this is the only option).
- Under **TOPIC**, please select the **category** that is most appropriate for your *overall* symposium.
- 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.
- Please enter the abstract title in **Title Case**:
 - In MLA/APA Title Case, you should capitalize: 1) the first word of the heading/title and any subheadings/subtitles, 2) all major words, including the second part of hyphenated major words (e.g., Self-Report not Self-report), and 3) all words longer than four letters.
 - DO NOT use all caps for any part of your submission.
- In the **SUMMARY** field, please enter a brief description of your proposed symposium session. You may re-enter the "Summary" from your *Summary Symposium Abstract*, or provide a condensed version (the version that will be reviewed is the summary that accompanies your formal *Summary Abstract*).
- **TIP: The header on this screen contains important info including the submission deadline and a link to the full INS submission instructions. REQUIRED fields are denoted by an asterisk (*).**

STEP 2. Participants

- Please note that you will be listed as the *first author* on this proposal. The submitting author is also the *Corresponding or Contact Author* and will be the sole point of contact for all decisions regarding this proposal.
- 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.
- ADDING SYMPOSIUM PARTICIPANTS AS CO-AUTHORS:
 - Click the **Add Participant** button, then enter search criteria in any field to search. If an author record is found, their name will appear in the search results. Click **Add** to the left of an author's name in the search results to add them to your current author list.
 - If you cannot find an author by searching, click the **Create An Author** button. **IMPORTANT: Do NOT create a new co-author account until you have first searched for the author using the Search field.**
 - In the **Create An Author** screen, complete all required fields and then click on **Submit**.
 - Before the account is created, you will be asked to verify the author information. If you find an error, click **Edit Information** to make the necessary changes. Otherwise, click **Submit Created Author** to display the new author and subsequently add them to your author list.
- AUTHOR AFFILIATIONS: Once co-authors are added to your author list, you can add their Institutional Affiliation by using the drop-down menu to select an existing list item, or by clicking **Create New Institution**.
- AUTHOR ROLES: You will be required to select each participant's specific role in the symposium from the drop-down list of available roles (such as Chair, Discussant, Presenter 1, Presenter 2, etc.).
- CHANGING THE ORDER OF PARTICIPANTS: To change your author order, change the numbers in the drop-down lists as needed and click **Update Participant Order**.

STEP 3. Link Abstracts

- This page shows all *participating symposium abstracts* that have been associated with a specific proposal.
- **IMPORTANT: For a symposium to be considered, it must be submitted in full and be comprised of ALL of the following components:** the overall *Symposium Proposal*, a corresponding *SUMMARY Symposium Abstract* (submitted by the chair according to the criteria listed above under the step-by-step instructions for individual submissions), and 3-5 additional *SUPPORTING Symposium Abstracts* (submitted by co-authors or on their behalf by the chair). Please note that each symposium can have no more than 6 total presenters, including the chair (or up to 7 is allowable if including a discussant).
- 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 to the overall proposal, their order of appearance can be changed on this page; simply adjust the order as needed, then click the **Update Abstract Order** button.
- **Please ensure that each participating symposium abstract is linked to ONLY ONE symposium proposal.**

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.
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