

Abstract Submission Instructions

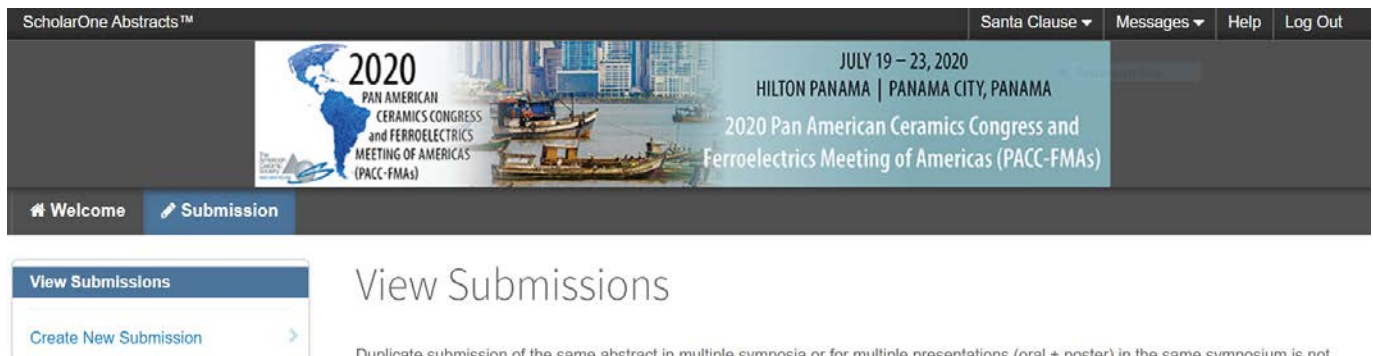
Getting started

Instructions and an accompanying screen capture for each step are provided below in hopes of making your abstract submission as simple as possible.

- Click **Create an Account** and begin entering your data (only) in the required fields (marked with red asterisk). We will send a letter of invitation to the **presenting author** after abstract acceptance so please provide a detailed physical mailing address to enable this process.



- After account creation is complete, click on blue **Submission** button, then choose **Create New Submission** in the menu displayed on the left.



Submit your abstract

- Step 1: Submission type
Click the radio button next to the submission type appropriate to you. If you are **not** a student, choose Abstract Submission. After clicking continue, you will be asked to confirm that the submission type chosen is correct for you. Options are 'choose another type' or 'continue with this type'.

- [View Submissions](#) >
- Create New Submission**
- Step 1: Submission type >

Step 1: Submission type

CHOICE	TYPE	DEADLINE
<input type="radio"/>	Student Undergraduate	Jan 14, 2020 11:59 PM
<input type="radio"/>	Student Graduate	Jan 14, 2020 11:59 PM
<input type="radio"/>	Abstract Submission	Jan 14, 2020 11:59 PM

- **Step 2: Title/Body**

Review the on-screen instructions regarding format and acceptable abstract length. Abstracts that are too long cannot be submitted. The character count of your submission is found in the yellow ribbon at the top of the Step 2 page and above each text box after entry of the text and the **Save** or **Save & Continue** button is clicked.

In the Title (only) text box, type or copy and paste the title of your abstract.

In the Abstract title box, copy and paste the body of your abstract.

Special characters and formatting options are available in the top of each text box. Click the **Ω** button to locate the common special characters.

When done, click **Save & Continue** at bottom right.

Step 2: Title/Body

Rectangular Snip ID: 3301818

Deadline: Jan 14, 2020 11:59 PM	Contact Name: Santa Clause	Total Characters: 242 out of 1,500	Full Instructions
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- [View Submissions](#) >
- Create New Submission**
- ✔ Step 1: Submission type >
- ✔ **Step 2: Title/Body** >
- ✔ Step 3: Properties >
- ✔ Step 4: Authors >
- Step 5: Review & Submit >

*** Title (only)** 62 CHARACTERS

✖ ✎ ✂ 📄 🗑 ↶ ↷ Ω 🔍

Abstract Title - not to exceed 150 characters, including spaces

*** Abstract Body** 180 CHARACTERS

✖ ✎ ✂ 📄 🗑 ↶ ↷ Ω 🔍

Abstract Body - not to exceed the difference between the total allowable character count of 1500 characters, including spaces, and the number of characters and spaces in the title.

- Step 3: Properties

Click and choose from the drop-down menu for Type (Invited, Contributed, Poster)

Click and choose from the drop-down menu Symposium (**Ferroelectrics Meeting of Americas** should choose this from the available titles in the [symposium list](#) and choose the **FMA**s title.)

Click and choose a topic from the drop-down menu for Session.

Enter at least 3 keywords of your choice.

Answer the Presenter Acknowledgment by clicking the check box below the statement.

When done, click **Save & Continue** at bottom right.

The screenshot shows a web form titled "Create New Submission" with a sidebar on the left listing five steps: Step 1: Submission type, Step 2: Title/Body, Step 3: Properties (highlighted), Step 4: Authors, and Step 5: Review & Submit. The main form area is titled "Step 3: Properties" and contains the following fields:

- * Presentation Type**: A dropdown menu with "Poster" selected.
- * Symposium**: A dropdown menu with "Ferroelectrics Meeting of Amei" selected.
- * Session**: A dropdown menu with "Nothing selected" selected.
- * Keywords**: Six text input fields labeled "Keyword 1" through "Keyword 6".

*** Presenter Acknowledgment**

If my abstract is accepted, I agree to register, attend, and give my presentation on the day assigned by meeting organizers. If I am unable to attend for unforeseen circumstances, I will inform ACerS staff and the symposium organizer(s) as soon as I know. I understand that submitting an abstract and not attending this meeting may affect my abstract acceptance at future ACerS meetings.

I have read and acknowledge the above paragraph

- Step 4: Authors

Your name is added as the first author and designated as the presenter.

To add co-authors for this abstract, click the Add Author button then perform an author search to determine if the individual has an account in the database. If an account is found, choose it from the list by clicking the '+' **Add** button.

If no account is found for an author, click the **Create an Author** button and complete the required fields (marked with red asterisk). Click **Submit Created Author**. A popup window will ask you to verify the author's information, then click **Submit Created Author** once more.

NOTE: If the submitting author is not the presenter, during the Create an Author process, you must enter the full physical mailing address of the presenter to enable us to send a letter of invitation.

Associate each author with one primary institutional affiliation and one Professional/Academic Status.

Create New Submission

- ✓ Step 1: Submission type >
- ✓ Step 2: Title/Body >
- ✓ Step 3: Properties >
- Step 4: Authors >
- Step 5: Review & Submit >

Authors

AUTHOR	PRESENTER	AUTHORS
1		Santa Clause - More Info

*Affiliation

* Professional/Academic Status

When all author names are entered, click **Save & Continue** at the bottom right.

- **Step 5: Review Submission Input**

Verify all input information is accurate. You may return to any step by clicking the **Edit** button (after each step description) or by clicking the **Previous Step** button at the bottom of any page.

View Proof: click on View Proof (in blue) near the bottom of this page to view the full submission. This will allow you to return to a previous page and make any edits necessary before you click the blue **Submit** button at the bottom right corner.

[View Submissions](#) >

Create New Submission

- ✓ Step 1: Submission type >
- ✓ Step 2: Title/Body >
- ✓ Step 3: Properties >
- ✓ Step 4: Authors >
- Step 5: Review & Submit >

* Review Submission Input

✓ Step 1: Submission type

Abstract Submission

✓ Step 2: Title/Body

SECTION	VALUE
Title	x
Abstract Body	xy

✓ Step 3: Properties

SECTION	VALUE
Presentation type	Type Poster

View Submissions >

Create New Submission

- ✔ Step 1: Submission type >
- ✔ Step 2: Title/Body >
- ✔ Step 3: Properties >
- ✔ Step 4: Authors >
- Step 5: Review & Submit >

Category

Category
Ferroelectrics Meeting of Americas

Sub-Category
Growth of crystals, processing of materials & characterization and structure- property relationships, thin films

Keywords

Keyword 1
laser stereolithography

Keyword 2
photovoltaics

Keyword 3
SiC-polycrystalline fiber

Presenter Acknowledgment I have read and acknowledge the above paragraph

If my abstract is accepted, I agree to register, attend, and give my presentation on the day assigned by meeting organizers. If I am unable to attend for unforeseen circumstances, I will inform ACerS staff and the symposium organizer(s) as soon as I know. [See More...](#)

View Submissions >

Create New Submission

- ✔ Step 1: Submission type >
- ✔ Step 2: Title/Body >
- ✔ Step 3: Properties >
- ✔ Step 4: Authors >
- Step 5: Review & Submit >

✔ Step 4: Authors [Edit](#)

SECTION	VALUE
Author 1	<p>Name Santa Clause</p> <p>Affiliation SC Toys Inc.</p> <p>Professional/Academic Status Professional</p>

View Proof

The proof is the final version of your submission, based on the society's guidelines.

[View Proof](#)

[Previous Step](#)

Submit

- After all entry is confirmed and the proof is viewed, click the blue **Submit** button in the bottom, right corner. A system email will be sent to confirm your submission. If you do not click the **Submit** button, the abstract will remain in draft status and will not be reviewed by the organizing committee.
- Contact Marilyn Stoltz at ACerS (mstoltz@ceramics.org) with any questions. Emails will be answered within 24 hours.