



# American College of Toxicology Abstract Submission and Poster Instructions for the Annual Meeting

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35th Annual Meeting of the American College of Toxicology  
November 9–12, 2014  
Orlando, Florida

All abstracts must be submitted online using the ACT Abstract Submission System prior to the deadline of August 1, 2014 (11:59 pm, Eastern Time). Access to the Abstract site can be achieved through the ACT home page ([www.actox.org](http://www.actox.org)). Simply go to the home page and select the Meetings & Courses menu option, navigate to the Annual Meeting link. When you are on the Annual Meeting home page, select the Scientific Program menu option, and then navigate to the Submit an Abstract link. The Abstract Submission link will direct you to the online system. Just follow the instructions and on-screen prompts to complete your submission.

You are strongly encouraged to follow the submission instructions carefully to submit your abstracts online. Double-check the list of authors for accuracy, order, and make sure that the presenting author is indicated. The information you provide will be the primary source used by the reviewers and for publication. Incomplete abstracts will be eliminated from consideration. If your presenter fails to appear for the poster session the abstract submission will not appear in the *International Journal of Toxicology*.\*

1. Abstracts should be no more than 250 words in length—not including Title, Authors, or Institutions. This limit includes all text, spaces, and punctuation.
2. Do not indent the title. State authors' names using initials only for first and middle names. Include institution, city, and state/country. Omit degrees, titles, institutional appointments, street addresses and zip codes. Select the presenting author. (See sample format below.)
3. The text of the abstract should consist of a single. The abstract should be factual and informative. It should adequately summarize the work to be presented, including results and conclusions. Do not indicate, "results will be presented."
4. The use of standard abbreviations is desirable (e.g., rbc, kg, mg). A special or unusual abbreviation should be placed in parentheses after the first appearance of the full word, which it represents. Numerals rather than words should indicate numbers (for all numbers over a single digit, spell out numbers one through nine), except to begin sentences.
5. Accepted abstracts will appear in the printed Annual Meeting *Program*, will be posted online in the Annual Meeting *Program*, and in the *International Journal of Toxicology*.\*
6. Take care to make sure that all italics, superscript, subscript, and any special characters are in place before submitting an abstract. Ensure that the correct author has the correct institutions noted after their name. The system does allow for re-entry for modifications up until the abstract deadline.
7. For questions or further instructions, send an email message to [eturner@aim-hq.com](mailto:eturner@aim-hq.com) or telephone 703.547.0875 x.1650.

**Format for single institution submissions:**

SINGLE INSTITUTION ABSTRACT TITLE. Doe J, Smith MA. American College of Toxicology, Reston, VA, United States.

**Format for multiple institutions submissions:**

MULTIPLE INSTITUTIONS ABSTRACT TITLE. Doe J<sup>1,2</sup>, Smith MA<sup>1</sup>, Lincoln A<sup>2</sup>. <sup>1</sup>American College of Toxicology, Reston, VA, United States, <sup>2</sup>Review Office, Reston, VA, United States.

**Student Posters Presenter(s) Note:** All Student Travel Award poster presenter(s) will be required to attend the Annual Meeting where you will present your poster at the general poster session in addition to a separate judging session where the judges will select the Furst Award winner. Students that present at the Student Travel Award poster judging session will automatically be considered for the Furst Award. Students should be sure to indicate the desire for the ACT Student Travel Award by selecting the box in the online Abstract System. It is important international participants work with an advisor immediately to obtain a visa prior to acceptance. ACT Headquarters can supply additional documentation if requested.

**Poster Presentation Instructions**

Your presence, and/or that of a coauthor, during the scheduled poster session is particularly important because this is when conference participants will plan to meet you to discuss your work. The exhibits will be open during this time as well. It is the responsibility of the poster presenter to remove the poster. Failure to do so could result in damage to or loss of the unclaimed poster. The American College of Toxicology assumes no responsibility for any poster not removed immediately following the poster session.

Poster material should be organized within an area that is 4 feet high x 6 feet wide. The top of your poster board should contain the following information, with letters at least 3/4 inches high:

1. Title
2. Authors
3. Affiliations

A copy of the abstract may be posted towards the upper-left corner and a set of conclusions toward the lower-right corner of your poster. These should be printed in letters about 1/4 inch high. Poster information should be legible from a distance of at least 3 to 4 feet. Material, including line drawings or graphs, should be clearly presented and may be computer generated (laser printing and matte finish is preferred). Please bring your own pushpins. Poster sessions and times for setup and removal are also indicated in the *Program*.

Posters will be on display during the poster session: Monday, November 10. Display poster under designated poster number.

- Posters may be displayed as early as Sunday evening, November 9
- Presenters should be present from 5:30 PM–7:00 PM, Monday, November 10
- Posters should be removed immediately following the Poster Session (Monday 7:00 PM or no later than Tuesday 4:30 PM)

All participants, including those presenting posters, are required to [register for the Annual Meeting](#).