Abstracts:

1. An abstract can only be submitted once to a conference. Please do not submit the same abstract to more than one symposium in the same conference. A single abstract may only be presented for oral or poster presentation, not both.

Abstract Titles:

1. Capitalize the first letter of every major word. Minor words, such as the, a, an, of, in, for, etc., should not be capitalized unless they are the first word of the title. **Do Not** capitalize the entire title. Additional information can be found at: https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case

2. Be sure to use the proper HTML code when inputting special characters. A list of available codes can be found on the "Formatting and Special Character Window".

Abstract Body:

1. Ensure your text is not over the 150-word limit. If your abstract is over 150 words, you will receive an error when submitting via ProgramMaster.
2. Be sure to use the proper HTML code when inputting special characters. A list of available codes can be found on the "Formatting and Special Character Window".

Submitter, Presenter, & Co-Author Lists:

1. Enter the full name for your co-authors. If you know their full name, spell it out rather than using initials.
2. Capitalize the first letter of both their first and last name.
   a. **Do Not** capitalize their entire name.
3. You must enter email addresses for all co-authors.
4. Be sure to include their full affiliation (e.g., University of Pittsburgh, not Pitt; Los Alamos National Laboratory, not LANL; etc.)
   a. **Do Not** put job titles or department names into the affiliation field.
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When properly following the suggestions above, you can ensure the accuracy and completeness of your submitted abstract and help prevent delays in receiving programming information.

Best regards,
TMS Programming Staff