

## Common mistakes when submitting abstracts for TACSM

1. Abstract is not formatted properly.
  - a. Be sure to use the current template provided on the website. Take care to not change font types, font sizes, or spacing. Do not use templates from previously submitted abstracts.
  - b. Notice author names.
    - a) **FIRST** name then **LAST** name (middle initial if desired) *with “&” prior to the last author*
    - b) All letters in author names are **CAPPED**
  - c. Abstract must be no longer than one page
2. Word file is often omitted
  - a. The instructions ask you to upload a Word file of the abstract (the template on which you typed the abstract).
  - b. Do not upload a pdf
3. “Select Subject Area” is often not selected
  - a. Please select the subject area closest to your study. If none, then select “other”
4. Submission type:
  - a. Instructions ask you to choose “Texas ACSM Abstract”
  - b. Please **DO NOT** choose any other option
5. Body of abstract is not copied into the text window of the submission site
  - a. Copy and paste the body of the abstract into the text box (*NOT the title, author names, etc.*).
6. Author names and emails are all-capped (uppercase) into the text box of the submission site
  - a. When entering author names and emails on the submission site, please cap properly.