2025 TEXAS ACSM ABSTRACT SUBMISSION DIRECTIONS AND CHECKLIST

Abstracts are limited to one typed page (see Abstract Submission Template on the TACSM website). The abstract should be formatted using the posted template (.docx format, please type directly into the template and then save to submit) and include the following elements:

Abstracts of experimental, observational, and meta-analytic studies *must* include data to substantiate the conclusions being drawn. Systematic reviews without meta-analyses are not acceptable. It is not satisfactory to simply describe what was found (such as, "the treatment group increased their fitness more than the control group") or to only include statistical results (such as, "associations were significant at p < .05)." Not including experimental data may result in the abstract being rejected.

Abstracts are **not to exceed one page**, using the formatting/text size provided on the Abstract Submission Template. Please do not use tables or figures, as these are not supported on the website text.

Note: ***Abstracts that do not adhere to these guidelines will be administratively rejected for publication and presentation.*** Scroll below for submission instructions.
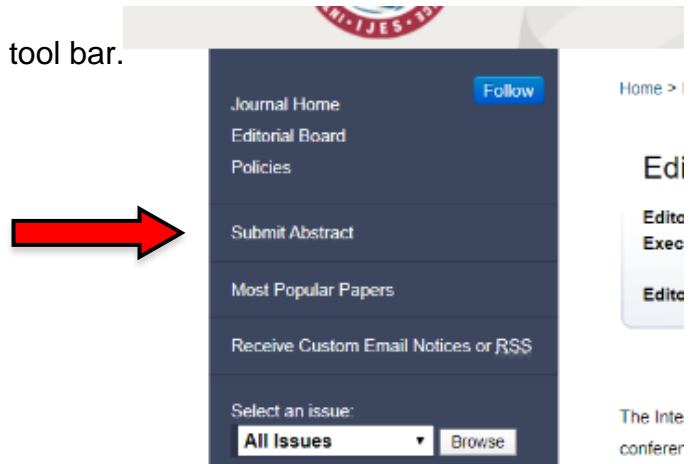
1.) **All abstracts submitted to the website will be published** in the International Journal of Exercise Science**.** You may submit the same TACSM abstract for National ACSM, but for no other professional associations.
2.) Please submit an email to jsmith@tamusa.edu if you do **NOT** want your abstract published. These abstracts will NOT be judged.

ABSTRACT SUBMISSION CHECKLIST

☐ **Register for the 2025 Annual Meeting**. In order for your abstract to be judged (eligible for awards), first authors must be pre-registered by January 24, 2025. Non-judged abstract, Clinical, and Case Study (not eligible for awards) first-authors must be registered by February 12, 2025.

☐ **Locate Abstract Template on the TACSM Website**. You *must* use the TACSM Abstract Template and the formatting supplied within it to construct your abstract. Use care not to change any fonts, font sizes, or spacing when you input your abstract content.

☐ **Submit the abstract through the International Journal of Exercise Science web portal**. Please be cautious as you complete each step to be certain you do not miss something. The TACSM is not responsible for an author's failure to proofread or include all authors on an abstract.

☐ If needed, you may receive a request for revisions shortly after submission. Abstracts will not be accepted until these have been addressed. Acceptance notices will be sent our shortly after the Feb 12 deadline.

☐ In mid-February, the TACSM Executive Director, or a member of the Board of Directors, will contact the first author to confirm the time period your poster will be presented on Thursday evening. Regardless of the time you will present, all posters should be up no later than 4:00pm on Thursday, February 20 and will be removed between 12:30pm-3:00pm on Friday, February 21.

Follow these steps to submit an abstract:

1. Direct your Web Browser to: http://digitalcommons.wku.edu/ijesab.
2. Go to My Account, then sign up (this is free). **Note:** If you created an account last year, you can use the same account.
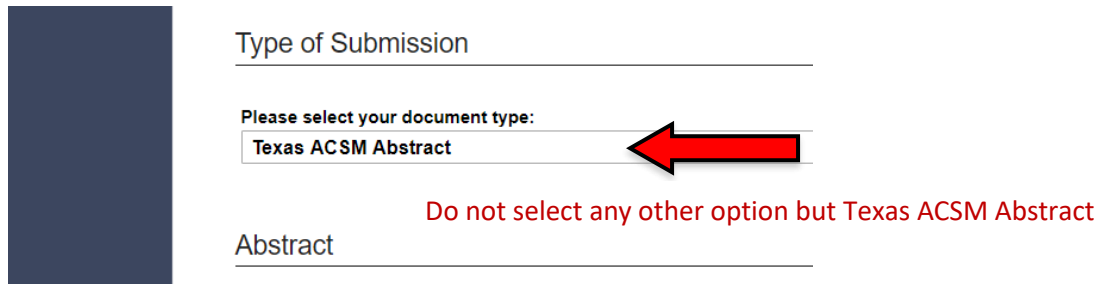3. Click on "Submit Abstract" on the left side tool bar.

4. Review the Submission Process and click the "continue" button.
   a. Note: The abstract (article) MUST be on the Word template provided in the TACSM website

5. Accept the "Article Submission Agreement."

6. **Add Author Information (you will have to add each author separately). This is a very important step. Please be certain you have names and email addresses for EVERY author on the abstract before you move beyond this step! Proofread email addresses for errors before you proceed.**
   a. While the website lists the email addresses as optional, TACSM requires you list every author and his/her email.
   b. Note: Do **NOT** use all-caps when entering author names

7. Enter the article title
8. Enter the shorted title
    a. If your article title is 65 characters or less, just copy and paste it here. Otherwise provide a shortened title
9. Enter key words
    a. Preferably words not used in your title
10. Select a subject area. If no descriptor fits your subject, click "**Other**" but do not select "None"
11. Under the "type of submission" option select "TACSM Abstract."
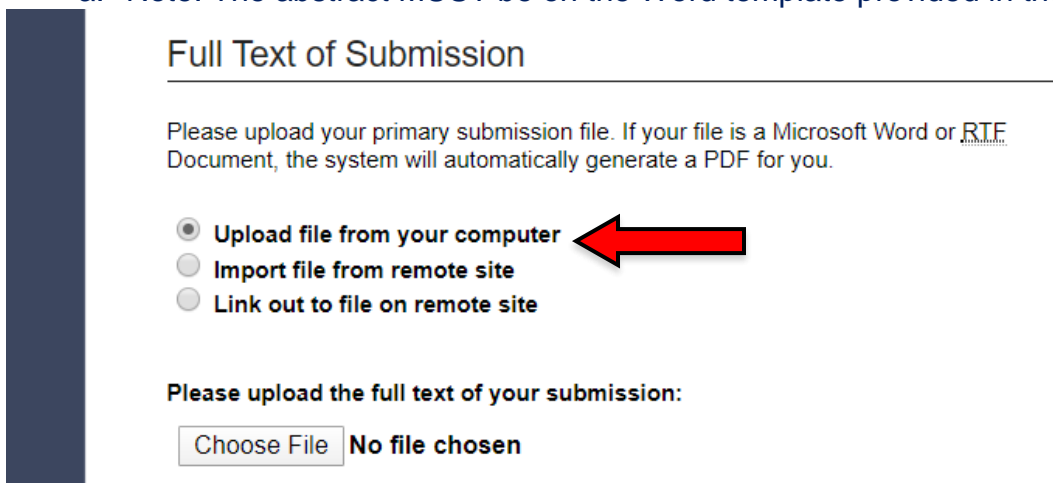
Type of Submission

Please select your document type:

Texas ACSM Abstract

Do not select any other option but Texas ACSM Abstract

Abstract

12. Copy and paste the body of the abstract from your Word file to the submission box. Do NOT include title, author names, the word "abstract" etc. *Only the body of the abstract should be pasted.* Be sure the words **PURPOSE**, **METHODS**, **RESULTS**, and **CONCLUSION** are capped and bolded as instructed in the template.
13. Footnote is optional
14. Upload a copy of your abstract in **MS Word format** (please refer to TACSM template mentioned above). Do **NOT** upload a .pdf
    a. Note: The abstract MUST be on the Word template provided in the TACSM website

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

○ Upload file from your computer
○ Import file from remote site
○ Link out to file on remote site

Please upload the full text of your submission:

[Choose File] No file chosen

15. There is no need for a cover letter
16. If you encounter any problems during the submission process, please email Dr. John Smith (jsmith@tamusa.edu)
17. **Note:** All abstracts are accepted, but please have your faculty supervisor review your abstract before you submit it, especially if this is the first time you have submitted an abstract. **You may submit the same abstract for TACSM and National ACSM.** If you do NOT want your abstract published, email jsmith@tamusa.edu for this notification.

Should you need to revise your submission, please do NOT create a new submission. Simply log back into your original submission to make any revisions.

TEXAS ACSM POSTER FORMATTING GUIDELINES

TACSM will require posters to be in portrait format. Posters should be formatted to a size of 48" high (top-to-bottom) x 36" wide (right-to-left).

Strict adherence to this requirement is especially important this year because the new poster standards will not be able to accommodate posters that are not in this format (see picture to left).

The poster must be printed on a single sheet of paper. Many universities offer this service and if your university does not, then you can contact a local FedEx Kinko's or other print shop. **NOTE: Failure to comply with these preparation guidelines will result your poster not being displayed.**

Every poster presented at the TACSM should include at least the following elements:
 1. Descriptive Title
 2. Author Block (all authors should be listed, including professors)
 3. Institution Affiliation (of all authors)
 4. Classification of first author
 5. Short Introduction (limited to one paragraph)
 6. Methods
 7. Results (should include figures and/or tables)
 8. Summary Statements

** Inclusion of an abstract on your poster is optional for authors and inclusion/omission of the abstract will not affect the evaluation of the student presenter in poster judging proceedings.