

ACNP Abstract Submission Instructions

1. In order to begin an abstract submission, click [here](#).
2. Once the abstract submission site opens, please read the abstract submission guidelines. Also, please review the 'Important Deadlines' section. NOTE: Abstracts must be submitted by the stated deadline. The system will not be accessible after the given deadline has passed.
3. *For new users:* Click "Join Now," located in the bottom left-hand corner, in order to create an account. After clicking, a page entitled "Account Profile" will pop up.
 - a. Please fill out all personal information on the "Account Profile" page. Note that a red asterisk indicates that the field is required. ****Be sure to input a valid email address.**
 - b. After all personal information has been entered, click "Create Account."
 - c. An email will be sent to the submitted email address, providing account details and personal information.
4. *For existing users:* Please put in a username and access key. Click 'Lost your access key?' if needed. An email will be sent, containing the access key information.
5. *For all users:* After logging into the system, the access key and other personal information can be changed by clicking on "View/Edit Your Profile" located at the top of the page.
6. Now, the abstract submission page has been generated. Under the heading entitled "Submissions," click on the green text that reads, "Click here to begin a new submission."
7. Input the title of the abstract and select the appropriate proposal category: Panel, Mini-Panel or Study Group. Press "Continue."
8. From there, complete each task that is shown in the system. A task will show up with a green check mark when fully completed. If the task shows up with a red X, the task is incomplete. Incomplete abstracts will not be considered. Once all tasks are complete, click "Submit Abstract."

Notes:

- There is no limit to the number of submissions per user.
- Click on the word "Submission Editor" in the top left corner of the screen in order to go back to the task list.
- Before going back to the task list, be sure to click "Save Submission" if any changes are made in a specific task.

If, at any time, help is needed, please contact Traci King by email at tking@acnp.org or by phone at 615.324.2366. If you are experiencing technical issues, please contact Cadmium CD at 410.638.9239.