



2019 ESS SYMPOSIUM

June 3–6, 2019
Crowne Plaza, Asheville, NC
North Carolina State University



Instructions for Abstract Submission

General Information:

Members are encouraged to submit original research, teaching and extension abstracts. Oral presentations or posters should consist of original, completed work that has not been published in a journal. ESS encourages abstracts authored and presented by undergraduate and graduate students, either as competition papers or for presentation in the regular sessions.

Abstract Submission Guidelines:

ABSTRACTS MUST BE SUBMITTED BY 11:59 p.m. CST ON FRIDAY, FEBRUARY 1, 2018

All abstracts must be submitted electronically via the internet at <http://www.equinescience.org/2019/>

You will be **required to register** with the electronic abstract submission system. The personalized account allows for management and storage of multiple abstracts submitted for this meeting. When you submit your abstract, you will be given a **tracking number** and **password**. Make a note of these, as they will allow you to access and revise your submitted abstract at any time prior to the February 1, 2018 deadline. **After the deadline, it will not be possible to submit or revise abstracts.**

Space limitations allow a **maximum of 2,800 keystrokes** (including characters, spaces, and punctuation). Begin the count at the title and end the count with the last key word or end of a table, if one is included. The keystroke count does not include authors and their affiliations. The system will automatically reject abstracts that are too long. Special characters, such as Greek letters and math symbols, are available on the electronic submission form itself. Abbreviate units of measure accompanied by numbers. Weights and measures must be in metric units and temperatures given in Celsius scale. Tabular data may be incorporated into the abstract and will be included in the total keystroke count (see below). Figures, such as graphed data, diagrams, or photos **will not** be allowed.

If your abstract includes a table: the electronic submission form allows submission of one table per abstract (optional). Tables can be created within the body of the abstract using the table icon on the toolbar, or can be inserted into the body of the abstract by cutting and pasting a table created in Microsoft Word or similar program. The keystroke limit will be 2,300 keystrokes for the abstract and 500 keystrokes for the table. The printed abstract width allows for 70 keystrokes per line, including spaces. The system also limits tables to a maximum of 10 columns and 15 rows; keep this in mind when you are formatting tables. Tables that are too large are not printable.

Abstract Requirements:

Instructions for submitting abstracts are available within the electronic abstract submission system. In general, the online submission of abstracts requires the following information:

1. Author Information: author names (provide your **full** given name and family name; full names are needed for tracking purposes) and addresses (institution name, city, state/province, and country; **do not** provide departments or street addresses).
2. Presentation Format: indicate your preference for oral or poster presentation format. Abstracts submitted for consideration in undergraduate and graduate competitions **must** select “oral” presentation.
3. Section Preference: from the menu, select the appropriate program section that best fits your abstract content. There are 7 program sections: Exercise Science, Equine Biosciences, Genetics, Nutrition, Production & Management, Reproductive Physiology, and Teaching & Extension. *Please note the two program sections that were new for the 2017 meeting. The Exercise Physiology section has been renamed “Exercise Science” to broaden potential submissions related to the performance horse. Additionally, a new section, “Equine Biosciences” has been created for research in emerging areas and topics that may not fit well into other sections (e.g., cell biology, immunology, endocrinology, and other physiology topics that don’t have an overlapping tie with nutrition, reproduction, or exercise science).*
4. Abstract Classification: indicate whether the abstract is a regular presentation, or will be presented in the undergraduate or graduate student competition. **Only one competition abstract is permitted per student, but students are welcome to submit additional abstracts to non-competition sections.**
5. Title: only the first word and proper nouns should be capitalized; all other words should be entered in lower case (e.g., Digestibility of fat by Thoroughbred horses). **Do not** bold or italicize the entire title.
6. Abstract Body: text should be entered as a single paragraph. **Do not** include subheadings within the text, such as Introduction, Results, Discussion, etc. **Do not** include in-text reference citations or a list of references. Inclusion of a data table within the abstract body

is optional. Refer to “Abstract Submission Guidelines” in these instructions for information on table preparation and keystroke limitations.

7. Key Words: enter 3 key words. Capitalize each word.

Abstract Review and Author Notification:

The author submitting the abstract is responsible for its content and the quality of the preparation.

Individual section committees have the responsibility of reviewing and then accepting or rejecting abstracts. Criteria for acceptance or rejection will include originality, clarity, and merit as well as those outlined in these instructions and in the “Quality Standards for Abstracts” at <http://www.equinescience.org/2019/>.

There is no limit on the number of abstracts an individual may submit. The Program Chair has the authority to restrict the number of abstracts accepted. Section committee chairs have the prerogative of placing abstracts submitted for oral presentation into a poster presentation, or vice versa. Additionally, section committee chairs have the authority to shift an abstract from one section into another section. If withdrawal of an abstract becomes necessary, notify the Program Chair, Burt Staniar (wstaniar@psu.edu), immediately.

Authors will be sent an e-mail by **February 25, 2019** indicating the status (reject, accept, or accept with minor revision) of their abstract. Authors of abstracts assigned “accept with minor revision” status will have two business days following the initial notification to make minor corrections (i.e., minor errors or clarifications identified by section committee reviewers). Corrected abstracts will be reviewed by section committee chairs and assigned a final status (reject or accept). Failure to address the corrections requested by the reviewers in a timely manner may result in rejection of the abstract. Abstracts that fail to meet quality standards or requirements, or those requiring major revision will not be accepted.

As soon as the program is finalized with dates, times, and locations, authors will be notified by e-mail. Additionally, program information will be posted on the meeting website at <http://www.equinescience.org/2019/>.

Graduate and Undergraduate Student Competition Papers:

The ESS Symposium offers competition sections for graduate and undergraduate student abstracts. Students participating in the competition, who are members of ESS, will receive complimentary meeting registration (excluding ticketed events) and courtesy admission to the awards banquet. **Competition abstracts should be prepared and submitted similar to regular section abstracts**, as described in these instructions. Abstracts to be considered for graduate or undergraduate student competition must be identified when submitted by marking the appropriate box within the online submission form. **All competition abstracts are delivered as oral presentations.** There will be seven graduate student competition divisions. **Only one**

competition abstract is permitted per student, but students are welcome to submit additional abstracts to non-competition sections. Additional abstracts authored by the same student in the same program section must be presented in the regular (non-competition) oral or poster sessions. **Undergraduate student competition is held as a single division;** however, authors of undergraduate competition abstracts must select an appropriate program section (e.g., Nutrition, Genetics, etc.) when submitting abstracts to ensure they are reviewed by the appropriate section committee. Competition will not take place for any division with fewer than three abstracts. Additional guidelines for graduate and undergraduate student competitions can be found on the meeting website at <http://www.equinescience.org/2019/>.

Presentation Information:

Oral Presentations: The scheduled time for each oral presentation is 12 minutes, followed by 3 minutes of questions, discussion, and speaker transition. Each session room will be equipped with a computer and LCD projector. Presentation files must be compatible with Microsoft PowerPoint. Files will be loaded at the meeting one day prior to the scheduled day of presentation. No files will be accepted in the session room. The use of personal laptops will not be permitted. Detailed information on oral presentations will be posted on the meeting website at <http://www.equinescience.org/2019/>.

Poster Presentations: Presenters must be present at their poster during the assigned time(s). Detailed information on poster preparation and presentation guidelines will be posted on the meeting website at <http://www.equinescience.org/2019/>.