

Abstract Submission Guidelines

DEADLINES

Abstract Submission deadline: ~~February 11, 2014~~ Extended to **February 18, 2014**

Late Abstract Submission for Poster Presentation at a fee of \$25 CAD per submission extended to May 2nd, 2014

Travel Support Applications: ~~February 11, 2014~~ Extended to **February 18, 2014**

Notification of Acceptance: **Early April, 2014**

Speaker or Poster Presenter registration: **May 2, 2014**

GENERAL GUIDELINES

Abstracts can be submitted via the online Abstract Submission Portal only.

Language of Submission: All abstracts must be submitted in English with accurate grammar and spelling suitable for publication

Abstracts Submission Limit: Only one (1) abstract submission per submitter.

Note that you are allowed to present another abstract if this second paper is submitted under the following MS:

- **MS-68** - Spreading the Word. Introducing Crystallography to the Public (Crystallographic Education)
- **MS-84** - Crystallography Education and Training in the 21st Century: New Pedagogies, New Paradigms : Part I (Crystallographic Education)
- **MS-86** - IYCr (IYCr)
- **MS-92** - Crystallography Education and Training in the 21st Century: New Pedagogies, New Paradigms Part II (Crystallographic Education)
- **MS-95** - Symmetry and Its Generalisations in Science and Art (Physical and/or Fundamental)

IUCr Scientific Freedom Policy Statement: The Organizing Committee of the 23rd Congress and General Assembly of the International Union of Crystallography (IUCr 2014) shall observe the basic policy of non-discrimination and affirms the right and freedom of scientists to associate in international scientific activity without regard to such factors as ethnic origin, religion, citizenship, language, political stance, gender, sex or age, in accordance with the Statutes of the International Council for Science. At this Congress and General Assembly no barriers will exist which would prevent the participation of bona fide scientists.

PROCESS

Create Profile

Step 1: Agreement

Step 2: Topic and Sub-topic Selection


Step 3: Presenter Information

Step 4: Author Information

Step 5: Abstract Submission

Note: Abstracts that are in draft status after the deadline will not be considered for selection.

Many fields are “required” indicated by a red asterisk*

Help menus are available throughout the online submission using 

Create Profile

Username and Password: To access the online submission system on our secure server you will be required to provide a username (email address) and a password along with your contact information. You will have access to the online submission system, to review and adjust your abstract up to the deadlines identified above accordingly.

Contact Information: Please make sure to enter your data in proper case, in roman characters and roman numbers. You will be required to provide full contact information including address, WDC Membership# (if applicable), phone number, etc.

Gender/Nationality: This information is collected for statistical purposes only. You are free to indicate your information for each one, and you may refer to the [Data and Privacy policy](#) of the IUCr 2014 should you have any questions.

World Directory of Crystallographers Number: This information may be obtained by using the link provided: <http://www.iucr.org/people/wdc>.

Step 1 – Agreement

Submitter Type: Please identify your submitter type as defined:

- **Abstract Submitter:** You are submitting an abstract to be peer reviewed for an oral presentation or poster presentation.
- **Invited Speaker*:** You have received an invitation from the Program Committee to participate in the conference and have been asked to provide a description of your presentation (abstract).

*If you select invited speaker in error, your response will be changed to abstract submitter to ensure that you are included in the review process for oral presentation or poster presentation. In case of doubt, do not hesitate to contact us by email.

Conflict of Interest: The Congress Program Committee requests all presenters to disclose potential conflict of interest. Oral abstract Presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. Poster presenters are requested to disclose potential conflicts of interest regarding poster presentation at the bottom of their poster. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.

A potential conflict of interest may arise from various relationships, past or present, such as employment, consultancy, investments and stock ownership, funding for research, family relationship, etc.

Presenting Author Agreement: By submitting an abstract to the IUCr 2014 congress, you agree to respect the guidelines and instructions stated in the speaker agreement (e.g. Registration, presentation schedule and format. etc.)

Step 2: Presentation Details

Presentation Type: Please choose if you want your abstract to be considered for a "**Poster or Oral**" presentation OR a "**Poster Only**" presentation:

- **Poster or Oral:** Select this option if you wish to submit an abstract for an Oral or a Poster presentation. This will assist the program committee during the review process to identify those abstract submissions who wish to be considered for either option. You will be notified early April 2014.
- **Poster Only:** Choose this option if you wish your abstract to be presented as a poster only. Your abstract will not be selected for any oral presentation. You will be notified early April 2014.

Late abstracts are accepted from February 22nd for consideration as POSTER PRESENTATIONS only, at a fee of \$25 CAD per submission.

Payment must be made by credit card at the time the abstract is submitted. Note that submission and payment do not guarantee acceptance of an abstract for poster presentation and no refunds are possible. The deadline to submit is May 2nd, 2014

Topics and Subtopics: you are asked to select the corresponding topic to your abstract submission within the proposed list. Should you select "Other - xxx", the Program chair may decide to assign your submission to defined MS. For a full list of topics and subtopics, you may visit the congress website: http://iucr2014.org/side_program/scientific_program/topics/topics_e.shtml.

Step 3: Presenting Author Information

The same presenting author cannot be assigned to more than one (1) abstract as presenter but can be included as author on more than one submission. Submission of an abstract constitutes a commitment by the submitter/presenter to present if accepted.

Identify the Presenting Author:

- If you are the Presenting Author, edit your role to "Presenting Author" in the table.
- If you are not the Presenter, edit your role to "Submitting Author" in the table, and add the Presenting Author by using the "Add Presenting Author" button.

You can only assign one (1) Presenting Author to your abstract submission. If you have added a presenting author, please ensure the role of the first profile is set to "Submitting Author". You will be asked to complete the required information which includes:

- First Name
- Middle Initial
- Last Name
- Organization Name
- Affiliation
- Speaker Type - Select "Presenting Author" from the drop-down menu
- World directory of Crystallographers Number

***Note:** Do not use this option to indicate authors or co-authors, which must be indicated in the next step. You can only assign **one (1) Presenting Author** to your abstract submission. If you have added a presenting author, please ensure the role of the first profile created is set to "Submitting Author".

Step 4: Author(s) Information - for publishing purposes

The following information will be used for publication in the Book of Abstracts, the Online Agenda, the Programme Guide, the Mobile App, etc.

Co-Author(s) Format Instructions: You can insert up to 10 co-authors in the individual fields. This will provide you with a total of 10 authors of which 9 are co-authors and 1 Presenting Speaker.

Affiliation Number: For the affiliation number, please complete Part 1 first, and then insert the corresponding number (ie. 1, 2 etc) for each Author(s). Remember to include your onsite presenting author and the submitter (if a co-author).

Part 1 - Total Number of Author(s): You will be presented with the option of inserting up to ten (10) co-authors in the individual fields in Sentence Case. This will provide you with the opportunity to list your co-authors. At a minimum you **MUST** repeat the presenting speaker and abstract submitter (if a co-author) in the order of preference, for publishing purposes.

Part 2 - Affiliation(s):

Example:

#1: Department of Crystallography, McGill University, Montréal, Canada

#2: Institut Néel, Paris, France

- > If more than 1 co-author or presenting author are from the same affiliation, it is not required to repeat the affiliation again
- > If 1 co-author is connected to more than 1 affiliation, please indicate both affiliation #s (i.e. 1, 2)

Part 3 – Author(s): Indicate full Affiliation, with City and Country

Example:

Co-Author 1:

First Name: James

Middle Initial: J

Last Name: Dawson

Affiliation Number: 1

Co-Author 2:

First Name: Jean

Middle Initial:

Last Name: Lhuillier

Affiliation Number: 1,2

Note: The format requested is for publishing purposes, with a sample of the co-author results published as follows:

Sample 1 (*underlined author is presenting author*)

James Dawson¹, Jean Lhuillier^{1, 2}, Takeo Tanishi¹, Erica Gomez², Silvio Retore², Chermaine Watson², Yuong Li³, Pietr Simunov³

¹Department of Crystallography, McGill University, Montréal, Canada, ² Institut néel, Paris, France, ³Research Division, Institute of Biology

Sample 2 (*underlined author is presenting author*)

James Dawson¹, Jean Lhuillier^{1, 2}, Takeo Tanishi¹, Erica Gomez², Silvio Retore², Chermaine Watson², Yuong Li³, Pietr Simunov³,

¹Department of Crystallography, McGill University, Montréal, Canada, ² Institut Néel, Paris, France, ³Research Division, Institute of Biology

Step 5: Abstract Submission

Title: Maximum 80 characters, including spaces and punctuation, typed in sentence-case letters, except for abbreviations and study names. Please be careful that your title might be shortened if you copy and paste it into the field.

Keywords: You must provide a minimum of one keyword to be used for inclusion in the Book of Abstracts and for search engine use. You have the option of including up to 2 additional keywords. A keyword is an index entry that identifies your abstract content relevant to the subject matter.

Abstract Description: Your abstract must not exceed 2000 characters, including spaces and punctuation. All abstracts must be submitted in English with accurate grammar and spelling suitable for publication. If in doubt, please arrange for the review of your abstract prior to submission. The abstract is to be submitted in sentence-case (i.e. The little brown fox.), except for abbreviations and study names. If you copy/paste into the field, be careful to review your text to ensure it has been accepted completely including any special characters. If you are using special characters (i.e. $\sum \neq \div \Omega^{\circ}$ etc.), click on the link "[Insert Special Character?](#)" under the Title field to view additional instructions. Once your character map is located on your computer, you just need to double click on the character and to insert into the entry field. No charts, tables, figures or graphics are to be included with your description.

Acronyms: If the research to be presented is known through an acronym, please indicate the name of the research (e.g. "XAFS") in the appropriate field, as well as the full name of the acronym (e.g. "X-Ray Absorption Fine Structure").

Document Upload: you may download one figure to support your abstract. This figure may include figures and/or tables.

Format accepted: .jpg, .jpeg, .png, .eps, .tif, size must not exceed 1MG, image dimension must be no larger than 3 x 2.5 inches or 280 x 190 pixels, resolution must be 200 dpi or greater.

Figure will be inserted at the end of the abstract.

References and Literature: References can be added to your submission, and must respect the following format: [1] X. Xyz, U. Uvw, R. Rst, At nomen libri, 201x, 99, 123-456 ([Note Number] First Name Initial 1, Last Name 1, First Name Initial 2, Last Name 2, Publication Source, Year of Publication, Chapter Number, Page of References). A maximum of 3 references can be listed with "et al" being inserted after the 3rd author.

Review

Please review your abstract prior to submitting it. The content you see on the review page will be used for publication purposes on the Live agenda, the Programme Guide, the Mobile App, and the Book of Abstracts.

Additional Options

Travel Support to Graduate Students & Postdoctoral Fellows: To encourage graduate students and postdoctoral fellows to participate in this congress, the organizers have established a travel support program in which a limited amount of partial travel support will be made available to qualified candidates to attend the congress. Travel support offered will be up to a maximum of \$1,000.00 CAD. Registration fees will not be waived. Please note that applicants are fully responsible for getting to the congress themselves, and all successful applicants will receive payment upon personal presentation at the Congress in Montreal.

Applying students are required to provide a letter of interest indicating why the candidate should be considered for a travel award (one page maximum, in .pdf, .doc, or .docx format) along with an Enrollment Confirmation from the supervisor, the appropriate Department Head or Dean, indicating that the candidate is effectively enrolled in a

graduate program of the institution or is a postdoctoral fellow (one paragraph maximum, pdf, .doc, or .docx formats). The Applicant must also submit a list of other sources of funding to demonstrate that the candidate has a reasonable expectation of securing to cover the remaining costs of their congress participation

Applications should be submitted online with Abstract Submission by ~~February 11, 2014~~ **Extended to February 18, 2014**.

Please see full guidelines at this link: http://www.iucr2014.org/doc/TravelSupport_iucr.pdf

ABOUT YOUR SUBMISSION

Draft Status: If you do not click on the proceed button (Step 5 of the abstract submission service), your abstract will be saved in Draft Status. You will then be able to review it and submit it at a later time (but only before the deadline). Do not forget to click on the Submit button to validate your abstract submission. You will receive an automatic confirmation by email. If you do not receive this confirmation for one or more of your abstracts, please contact the abstract manager by email at IUCr14abstracts@legendconferences.com.

Changes and corrections: Once submitted, it is possible to change your abstract. In order to correct your abstract you must login into your account and make sure to make your modifications before the ~~February 11~~ Extended February 18, 2014 deadline. In the case of errors in your abstract discovered after the deadline, you may indicate the correction during the presentation at the congress. However, changes will not be included in the publications.

Withdrawal: If you want to withdraw an abstract already submitted after the submission deadline, please notify us as quickly as possible at IUCr2014abstracts@legendconferences.com stating the title and number of the abstract to be withdrawn. Note that, withdrawal is still possible after the submission deadline.

Abstract Evaluation Process and Review Criterion

Submitting Authors/Speakers are responsible for reading and noting the information contained in the following pages to ensure that they understand the submission and presentation requirements.

Presentation Review and Selection Process

The community of crystallographers from around the world is encouraged to submit presentations that address the proposed topics. Because the number of presentations accepted for the 23rd Congress and General Assembly of the International Union of Crystallography is limited, and the number of submissions is expected to be high, the presentations chosen are held to the highest standards. The selection process is guided by the Program Committee, comprised of Crystallography experts, including subject matter experts who review and score each submission.

Please be sure to read the information in the Selection Criteria for submission. You are required to be aware of the abstract requirements and, if selected, adhere to the deadlines shown. Failure to adhere to the deadlines may result in your invitation being withdrawn.

The online review process will take place before the end of March, 2014. All abstracts will be reviewed by experts in the fields of the chosen topic. The final selection will be made by the IUCr 2014 Congress Program Committee in April 2014.

The abstract will be reviewed by topic-dedicated reviewers. Once the reviews are completed, abstract acceptances for oral or poster presentations will follow. We only accept one oral abstract per presenter. The process for reviewing will take a minimum of four weeks after the submission period ends.

Notification of Selection

Communication will be sent to the Abstract Submitter Mid-April 2014 with a report on the status of the abstract (accepted or declined). Abstracts not selected for oral presentation will be considered for poster presentation. (Presentation times are subject to change). The Congress Program Committee will determine the format, day and time of presentation. The presenter or poster presenter will be required to register to the Congress by **May 2, 2014** to confirm their acceptance and be included in the Conference Program and Book of Abstracts. Failure to register to the Congress by this deadline will indicate non-acceptance to the offer for an oral or poster presentation.

Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Failure to present and register for the Congress, if not justified, may jeopardize future acceptance of abstracts

Publication of abstracts

By certifying that you have read these Submission rules, you also confirm having received the prior approval from the co-authors to provide their data to the IUCr committees. You have personal data, which is, according to the Privacy Act 1980-81-82-83, c. 111, Sch. II "1". The information you supply on this application is required to process it and it will be held in the IUCr committee customer data files. It may be used for marketing and communication purposes by the IUCr committees and its contractors only. You have the absolute right to access, amend and oppose any use of this personal data by writing to the IUCr at IUCr14abstracts@legendconferences.com.