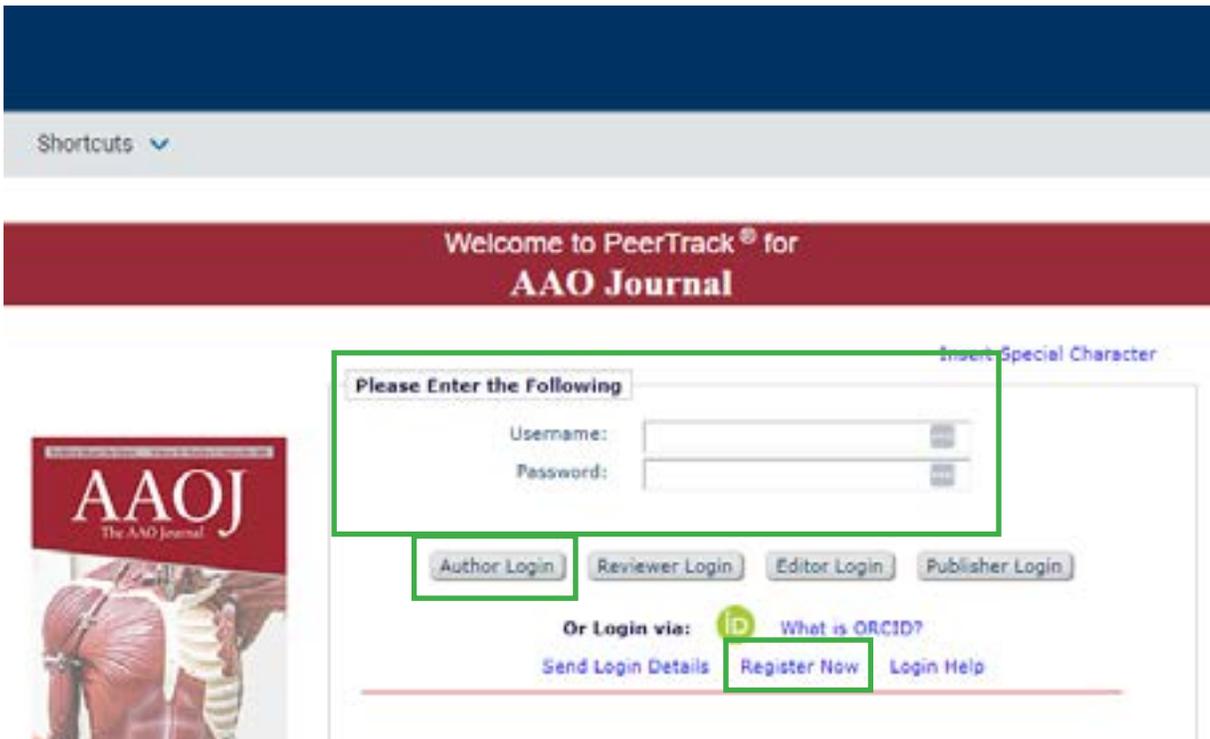


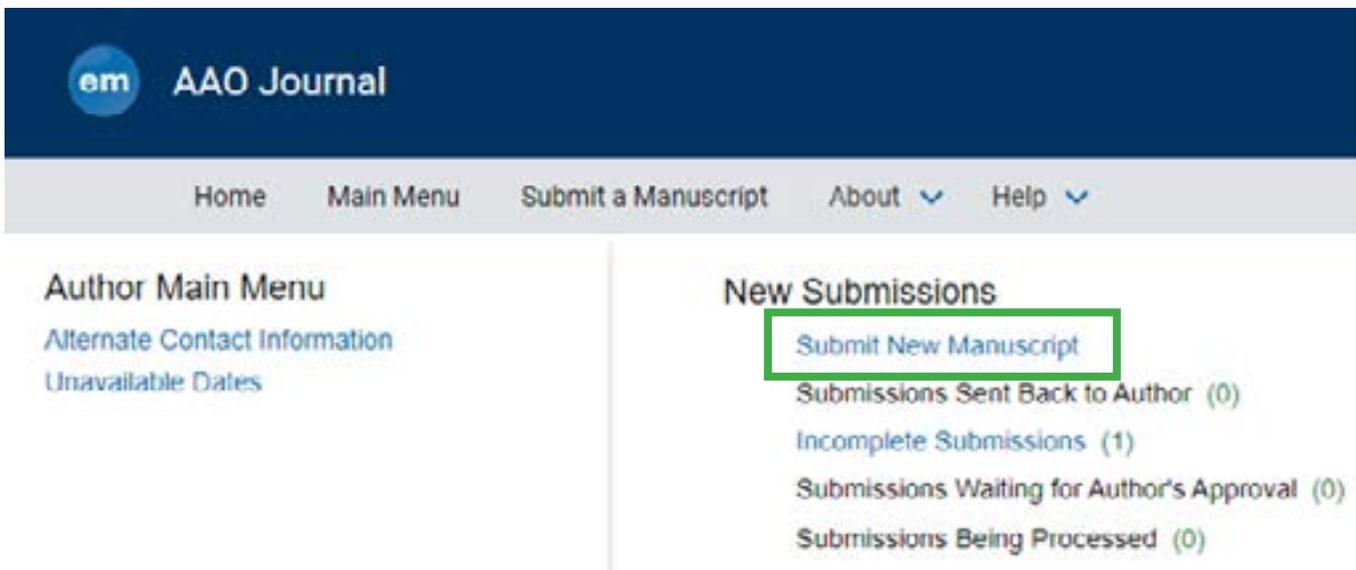
AAO LBORC Poster Presentation Abstract Submission Guide



1. Download the Copyright Waiver
2. All authors must sign the waiver prior to poster presentation submission
3. Login to Editorial Manager or click Register Now at <https://www2.cloud.editorialmanager.com/aaoj/default2.aspx>
4. After you enter your login information, click on Author Login

A screenshot of the AAOJ login page. At the top, there is a dark blue header with a 'Shortcuts' dropdown menu. Below that is a red banner with the text 'Welcome to PeerTrack® for AAO Journal'. The main content area features a login form titled 'Please Enter the Following' with fields for 'Username:' and 'Password:'. To the left of the form is a small image of the AAOJ journal cover. Below the form are buttons for 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. Underneath these are links for 'Or Login via: ID What is ORCID?', 'Send Login Details', 'Register Now', and 'Login Help'. The 'Author Login' and 'Register Now' buttons are highlighted with green boxes.

5. Click on Submit New Manuscript

A screenshot of the AAOJ Author Main Menu. The top navigation bar includes 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. The 'Author Main Menu' section lists 'Alternate Contact Information' and 'Unavailable Dates'. The 'New Submissions' section lists 'Submit New Manuscript', 'Submissions Sent Back to Author (0)', 'Incomplete Submissions (1)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (0)'. The 'Submit New Manuscript' link is highlighted with a green box.

6. Under Select Article Type, select *LBORC Poster Presentation

em AAO Journal

Home Main Menu Submit a Manuscript About Help

Article Type Selection Attach Files

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

- None
- None
- Original Research
- Case Reports
- Clinical Practice
- Special Communications
- Letters to the Editor
- Book Reviews
- *LBORC Poster Presentation**
- *RESTRICTED - FAAD Candidate Submission

7. Click on Browse and upload the Copyright Waiver file

em AAO Journal

Home Main Menu Submit a Manuscript About Help

Article Type Selection Attach Files General Information Additional Information Comments Manuscript Title

Please provide a single file containing your manuscript cover. Data included on your manuscript may be used to propagate information for use later in the submission process.

If submitting to AAO/AAOJ (Book Presentations), please provide the Copyright Waiver form.

Insert Social Overlay

Browse or Upload Files

Back Proceed

8. Both Item Type and Description should read Copyright Waiver. Click Proceed.

Article Type Selection Attach Files General Information

Required For Submission:

- Copyright Waiver

Please provide any additional items.

Select Item Type

*Copyright Waiver

Description

Copyright Waiver

9. Select appropriate country of origin for the COM you are representing (e.g. United States). Click Proceed.

The screenshot shows the AAO Journal submission interface. At the top, there is a navigation bar with the 'em' logo and 'AAO Journal' text. Below this is a menu with 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. A progress bar indicates three steps: 'Article Type Selection' (completed with a green checkmark), 'Attach Files' (completed with a green checkmark), and 'General Information' (current step, indicated by a blue downward arrow). Below the progress bar, the text reads 'Please provide the requested information.' A form titled 'Region Of Origin' is displayed, with the instruction 'Select the Region of Origin related to your submission from the drop-down menu'. The dropdown menu is open, showing the following options: 'Choose Region', 'UNITED STATES', 'AFGHANISTAN', and 'ÅLAND ISLANDS'.

10. On the following page, you will 11 questions, beginning with the level of presentation (student, resident, clinician) and the category of your submission (original research, education & public health, case study).

The screenshot shows the AAO Journal submission interface for the 'Additional Information' step. The navigation bar and progress bar are identical to the previous screenshot, with the fourth step 'Additional Information' now indicated by a blue downward arrow. The text reads 'Please respond to the presented questions/statements.' A form titled 'Questionnaire' is displayed, containing two questions. Question 1 is 'Level for presenting' and Question 2 is 'Category of submission'. Both questions are marked as 'Answer Required'. For Question 1, the options are 'Please select a response', 'Student', 'Resident', and 'Clinician'. For Question 2, the options are 'Please select a response', 'Original Research', 'Education & Public Health', and 'Case Study'. Red text below each question reads 'Please select a response.'

11. Questions 3-6 pertain to the overall abstract. All questions are required. **TOTAL ABSTRACT WORD LIMIT IS 275 WORDS.**

Question 3: IRB#, exempt, or HIPAA waiver number (if not applicable, use N/A)

Answer Required: Character Count: 0
 Limit 200 characters

Question 4: What is your abstract word count minus titles and author information? (Maximum is 275 words)

Answer Required: Character Count: 0
 Limit 20 characters

Question 5: First author AAO (not AOA) member number: (this should include the contact information for the author: email, phone, home mailing address)

Answer Required: Character Count: 0
 Limit 2000 characters

Question 6: Mentor Name & email (this should be a required field and rejected if not included)

Answer Required: Character Count: 0
 Limit 200 characters

12. NEW THIS YEAR: Abstract will be input in each of the sections for questions 7-11: Introduction/Background, Objectives/Case, Methods/Results, Discussion, and Conclusion. Click Proceed. **TOTAL ABSTRACT WORD LIMIT IS 275 WORDS.**

Question 7: Paste your "Introduction/Background" below.

Answer Required: Character Count: 0
 Limit 2000 characters

Question 8: Paste your "Objectives" or "Case" below.

Answer Required: Character Count: 0
 Limit 2000 characters

Question 9: Paste your "Methods" or "Results" below.

Answer Required: Character Count: 0
 Limit 2000 characters

Question 10: Paste your "Discussion" below.

Answer Required: Character Count: 0
 Limit 2000 characters

Question 11: Paste your "Conclusion" below.

Answer Required: Character Count: 0
 Limit 2000 characters

13. Comments are not required. Click Proceed

The screenshot shows the AAO Journal submission interface. At the top, a navigation bar includes 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. Below this is a progress bar with six steps: 'Article Type Selection', 'Upload Files', 'General Information', 'Additional Information', 'Comments', and 'Manuscript Data'. The 'Comments' step is currently active, indicated by a blue downward arrow. The main content area contains a text box for entering comments, with a placeholder text: 'Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.' To the right of the text box is a 'Insert Special Character' button. At the bottom right, there are two buttons: 'Back' and 'Proceed'.

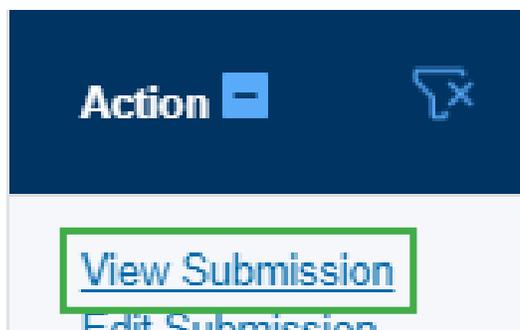
14. Enter full title of abstract, all author names (including mentor), and any funding sources. Click Build PDF for Approval.

The screenshot shows the AAO Journal submission interface at the 'Additional Information' step. The progress bar at the top shows that 'Additional Information' is the current step, marked with a blue downward arrow. The main content area is divided into three sections: 'Title', 'Authors', and 'Funding Information'.
1. **Title**: A text box for the 'Full Title (required)' with a rich text editor toolbar above it. Below it is a 'Short Title' text box.
2. **Authors**: A section for adding authors. It includes a note: 'You may reorder the authors by dragging and dropping an Author's surname line to the correct position in the Current Author List.' Below this is a 'Current Author List' showing one author: 'Mrs. Susanna C. Klotzner [Corresponding Author] [First Author] [Yes]' with the affiliation 'American Academy of Otolaryngology'. There is an 'Add another Author' button.
3. **Funding Information**: A section for adding funding sources. It includes a note: 'Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.' Below this is a 'Current Funding Sources List' which is currently empty, with an 'Add a Funding Source' button.
At the bottom right, there are three buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

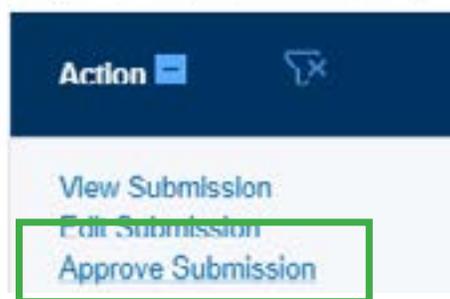
15. **Submission Wait for Approval by Author:** Do not navigate away from this page until you have VIEWED and APPROVED your submission.



16. You will receive an email when the submission is ready AND the page will update (no need to refresh the page). You must first VIEW SUBMISSION before you can APPROVE submission.



Page: 1 of 1 (1 total submissions)



17. You will know you have successfully submitted your poster presentation abstract when you see this page and you receive a confirmation email of the submission.

