



PACS

Abstract Submitter

User Guide

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Updated 3/2012

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Getting Setup as an Abstract Submitter

In order for you to submit an abstract you must have an ACS ID. If you have ever signed in at www.acs.org then you already have an ACS ID. You can use the same ACS ID you use to log into the ACS Homepage to submit an abstract.

How to Get an ACS ID

If you do not already have an ACS ID:

- 1 Go to the PACS login page at <http://abstracts.acs.org>
- 2 Click **Registering is easy**
- 3 Create your username and password, and select the appropriate relationship to ACS
- 4 When you have successfully created an ACS ID, return to the PACS login page at <http://abstracts.acs.org> and sign-in

The screenshot shows the ACS Program and Abstract Creation System (PACS) login page. The page header includes the ACS logo and navigation links such as 'Log In', 'ACS', 'Journals', 'C&EN', and 'CAS'. Below the header, there is a search bar and a 'Join ACS' button. The main content area is titled 'ACS Program and Abstract Creation System (PACS)' and contains instructions for users. A central login box is highlighted, featuring a 'Log In' button and a blue button labeled 'Registering is easy' which is circled in red. Below the login box, there is a link for 'Forgot User Name or Password? | Help'.

How to Submit an Abstract

- 1 Go to the PACS login page at <http://abstracts.acs.org>
- 2 Log in using your ACS ID
- 3 Select a meeting on the landing page

Creating a New Abstract

Once you have logged in to PACS at <http://abstracts.acs.org> using your ACS ID you will be able to select a meeting to submit your abstract to.

Please select below the meeting/program to access.

243RD ACS NATIONAL MEETING, SAN DIEGO, CA

[243rd National Meeting](#)

242ND ACS NATIONAL MEETING, DENVER, CO

[242nd National Meeting](#)

43RD WESTERN REGIONAL MEETING (PASADENA, CA)

[Western Regional Meeting 2011](#)

SOUTHWEST 2011 REGIONAL MEETING

[Southwest 2011 Regional Meeting](#)

SERMACS 2011

[SERMACS 2011](#)

To view the symposia available to submit to for each program area:

- 1 Click the **plus** (+) next to a program area
- 2 Select the symposium you wish to submit your abstract to
- 3 Click **Save**

Please select the program area in which you would like to submit your paper

The screenshot displays a tree view of program areas. The 'CARB: Division of Carbohydrate Chemistry' is expanded, showing a list of symposia. The 'General Papers: Computation (Oral)' symposium is highlighted with a red oval. A 'Save' button is also highlighted with a red oval at the bottom of the page.

- + AGFD: Division of Agricultural and Food Chemistry
- + ANYL: Division of Analytical Chemistry
- + BIOL: Division of Biological Chemistry
- + BIOT: Division of Biochemical Technology
- + BMGT: Division of Business Development and Management
- + **CARB: Division of Carbohydrate Chemistry**
 - 2011 Wolfrom, Isbell and Young Investigator Award Symposium (Oral)
 - 2012 Wolfrom, Isbell and Young Investigator Award Symposium (Oral)
 - Carbohydrate-Mediated Host-Pathogen Interactions and Their Interventions (Oral)
 - Frontiers in Nucleic Acid Chemistry, Biology and Drug Discovery (Oral)
 - General Papers: Computation (Oral)**
 - General Papers: Glycobiology (Oral)
 - General Papers: Polysaccharides (Oral)
 - General Papers: Synthetic Chemistry (Oral)
 - General Posters (Poster)
 - Symposium in Memory of Dr. David Gin (Oral)
- + CATL: Division of Catalysis Science and Technology
- + CELL: Division of Cellulose and Renewable Materials
- + CHAL: Division of Chemistry and the Law
- + CHAS: Division of Chemical Health and Safety
- + CHED: Division of Chemical Education
- + CINF: Division of Chemical Information

Save

Submission Instructions

On the Submission Instructions page you can find:

- detailed instructions on how to navigate through the submission site
- links to program chair and symposium organizer contact information
- links to division and committee abstract submission deadlines

The screenshot shows the ACS Abstract Submission Program interface. At the top, there is a navigation bar with 'Logout' and 'ACS' links. Below this is the ACS logo and 'Chemistry for Life' tagline. The main content area is titled 'Division and Committee Instructions' and includes a welcome message and instructions for starting the submission process. A left-hand navigation menu lists various tasks such as 'Authors & Institutions', 'Disclosure', 'Abstract Title', 'Abstract Body', 'Figure', 'Table', 'Preprints', 'Preview', and 'Submit'. The 'Next' button is highlighted with a red circle at the bottom of the page.

Navigation Instructions

- 1 Click the button on the left side of the screen and complete each section. Be sure to carefully follow the instructions within each section. When the section is completed, you will see a green check (✓).
- 2 Save your work by clicking **Save** on each page. This does not submit your abstract for review. Be sure to save your work before logging off the site.
- 3 You can log off at any time without submitting your abstract. You may return to the site at any time prior to the submission deadline to edit your abstract, even if you have submitted your abstract.
- 4 Verify that your abstract is correct by clicking **Preview Abstract**.
- 5 Print out and proofread the abstract preview to verify that it is correct before completing the submission.
- 6 Click **Submit** ONLY when you have completed your abstract and it is the final draft.

Authors and Institutions

Enter Institutions



Enter Institutions

To enter all institution information on this screen, click on the **plus (+)** sign in the box below, under Create/Edit.

| Institution: | Department: | City/Town: | State/Province: | Country: | Create/Edit | Delete |
|--------------|-------------|------------|-----------------|----------|---|--------|
| | | | | |  | |

New

To Enter an Institution:

- 1 Click on the **plus** () under Create/Edit
- 2 Enter the following information
 - Institution/Company Name (**PLEASE NOTE: Presenting or co-authors without a company or institution should enter: Unaffiliated**)
 - Department (*optional*)
 - City/Town (*optional*)
 - State/Province (*optional*)
 - Zip/Postal Code (*optional*)
 - Country
- 3 Click **Save**
- 4 Click on the **pencil** () to edit the institution information

Repeat steps 1-3 to enter institution/affiliation information for all persons to be named on the abstract. (**PLEASE NOTE: Do not enter the same institution more than once unless you are listing different departments of the institution. Authors can be linked to the same institution**)


Enter Authors

Enter Authors

1. Enter all author information on this screen. The information is formatted later according to specifications determined by American Chemical Society. However, all data entry is case sensitive, so capital letters and lower case letters will appear exactly as you enter them. Authors will be printed in the sequence order you have entered.
2. On the printout, the names of the authors will be listed, along with the institution information.

| Presenting Author: | First Name: | MI | Last Name: | Affiliations: | Create/Edit | Delete |
|--------------------|-------------|----|------------|---------------|---|--------|
| | | | | |  | |

To Enter an Author:

- 1 Click on the plus () under Create/Edit
- 2 Select Presenting or Contributing Author
- 3 Enter the following information


- Title/Degree (*optional*)
 - First Name
 - Middle Initial (*optional*)
 - Last Name
 - Suffix (*optional*)
- 4 Select an Affiliation (**PLEASE NOTE:** You must select an affiliation(s) that you previously entered, even if you only entered one institution. You may select more than one by holding the Ctrl key and clicking the appropriate affiliations)

► Affiliations

At least one institution must be selected. This will be what is printed in the author string.
To select more than one institution, hold down the Ctrl key and click the additional institution(s).

1. Department of Volunteer Support, ACS
2. CAS

PLEASE NOTE: If the person named above is a **presenting author**, you will need to complete the contact information below. This can be the contact information for the presenting author or an assistant information as this is only used for correspondence.

- 5 Enter the following information
- Institution (*optional*)
 - Department (*optional*)
 - Address
 - City/Town
 - State/Province (*optional, enter information if applicable*)
 - Zip/Postal Code (*optional, enter information if applicable*)
 - Country
 - Phone Number
 - Fax (*optional*)
 - E-mail
- 6 Click **Save**
- 7 Click on the **pencil**  to edit the author information

Repeat steps 1-6 to enter author information for all persons to be named on the abstract.

Disclosure

The disclosure page is a list of questions presented to the submitter regarding the abstract submission. The questions are answered by simply selecting YES or NO for each question or selecting from a set of options.

Disclosure

► Denotes required field

► Are you submitting your abstract in response to the Call for Papers, or from a specific invitation to present?

- I am contributing this paper in response to the Call for Papers.
 I was specifically invited to submit this paper.

Invited speakers enter the name of the symposium organizer or program chair who invited you.

Enter the email address of the symposium organizer or program chair who invited you:

Below are some of the questions included on the disclosure page:

- Are you submitting your abstract in response to the Call for Papers, or from a specific invitation to present?
- Are the criteria outlined in ACS Bylaw VI, Section 6(3) met? (For contributed papers only.)
- If the abstract is accepted, will the presenting author register for the meeting and make the presentation (oral or poster) based on this abstract?
- If the presenting author (or co-author) cannot attend the meeting, will the abstract be withdrawn from the national meeting?
- This abstract will only be submitted once to the national meeting.
- Do you have any equipment needs (*All technical session rooms are equipped with LCD projector with VGA connection cable and switcher, Screen, Laser pointer, and Lighted podium with microphone*)
- Do you have comments to organizers?
- What presentation method do you prefer?
- Should your abstract be considered for a Sci-Mix?

Click **Save** to save the information. To move to the previous or next page click **Previous** and **Next** respectively. (**PLEASE NOTE:** *The pages will automatically save the information on the page when you click Previous or Next.*)

Abstract Title

Guidelines for Entering a Paper Title

- Capitalize only the **first letter** of the title, any **proper nouns or acronyms**, and the first word following a colon (:)
- Do **NOT** put your title in **ALL CAPS**
- Do **NOT** begin paper titles with "**The**", "**A**", or "**And**". These will be removed before publication
- Do **NOT** end titles with a **period** (.)
- Do **NOT** make your title **bold**
- Use the icons to subscript (x_2) or superscript (x^2) text
- Use character map (Ω) to select custom characters/symbols

Sample Title

Engineering gene expression of Escherichia coli by mRNA: Applications in molecular biology

Abstract Title

► Denotes required field

Guidelines for Entering a Paper Title

1. Capitalize only the **first letter** of the title, any **proper nouns or acronyms**, and the first word following a **colon** (:). Example:
Engineering gene expression of Escherichia coli by mRNA: Applications in molecular biology
2. Do not put your title in **ALL CAPS**.
3. Do not begin paper titles with "**The**", "**A**", or "**And**". These will be removed before publication.
4. Do not end papers with a **period**.
5. Do not make your title **bold**.

B
I
U
ABC
|
 x_2
 x^2
 Ω


← Previous

 Save

 Next →

Click **Save** to save the information. To move to the previous or next page click **Previous** and **Next** respectively. (**PLEASE NOTE: The pages will automatically save the information on the page when you click Previous or Next.**)


Abstract Body


- The size limit for the abstract is **150 words** (including: Abstract Body, Tables and Figures; each figure counts for 70 words)
- Use the icons to subscript (x_2) or superscript (x^2) text
- Use the character map() to select custom characters/symbols
- Do **NOT** include the abstract title in the abstract body

Abstract Body

The size limit for the abstract is **150 words** including the following: Abstract Body, Tables and Figures. To insert Greek or other special characters, select the "Character Map" located in the bottom right corner of each text area. To include a figure in your abstract enter the tag **[figure1]** in the body text.

Enter abstract body here:

B *I* U ABC x_2 x^2 

 Previous Save Next 

Click **Save** to save the information. To move to the previous or next page click **Previous** and **Next** respectively. (**PLEASE NOTE:** The pages will automatically save the information on the page when you click Previous or Next.)

Figures (optional)

Figures (pictures/images) are optional for abstract submissions. You are allowed a **maximum of 2 tables and/or figures**. A figure counts for a total of **70 words** and counts towards the allowed 150 words for the abstract body.

Upload a figure

- 1 Click **Browse**
- 2 Locate the figure you wish to add (images will be accepted in one of the following formats: **gif, jpg, jpeg, or png**). The maximum file size is **2MB**)
- 3 Click **upload** (↑)

Add Figure to Abstract Body

To include a figure within your submission, you must use a Figure ID tag in the abstract body.

- 1 Enter the Figure ID tag with brackets - i.e. **[figure1]** or **[figure2]**- in the abstract body where you would like your figure displayed. (**PLEASE NOTE: Figure ID tags are case sensitive and need to be in lowercase type without spaces**).
- 2 Preview your submission and figure location by using the **Preview** link from the left navigation bar

Figure

Add Figure

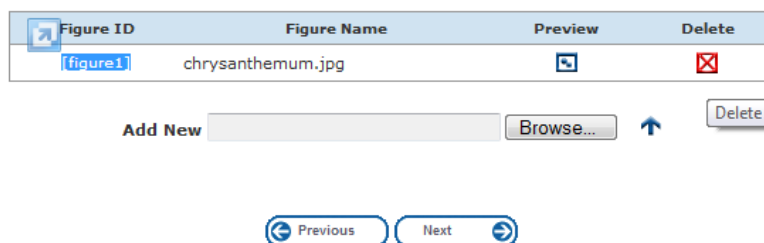
After reserving space for a figure(s) and selecting the number of figure(s) that will be included in your document body (maximum of 2 tables and/or figures), you must then upload any figure(s) that fit the upload criteria. **A figure counts for a total of 70 words.**

To include a figure within your submission, you must use a Figure ID tag in the document body.

1. Enter the Figure ID tag with brackets - i.e. **[figure1]** - in the document body where you would like your figure displayed.
2. Preview your submission and figure location by using the "**Preview**" link from the left navigation bar.

Please note: Figure ID tags are case sensitive and need to be in lowercase type without spaces.

Images will be accepted in one of the following formats when using the upload process (gif , jpg , jpeg , png). The maximum file size cannot exceed 2mb (2,000,000).



Click **Save** to save the information. To move to the previous or next page click **Previous** and **Next** respectively. (**PLEASE NOTE: The pages will automatically save the information on the page when you click Previous or Next.**)

Tables (optional)




Tables are optional for abstract submissions. You are allowed a **maximum of 2 tables and/or figures**. A table counts for a total of **70 words** and counts towards the allowed 150 words for the abstract body.

Create a table

- 1 Enter the number of columns and number of rows of your table. (*The maximum number of columns is 8.*)
- 2 Click **Create**
- 3 Once the table is created, you may add, delete, and edit the individual cells of your table (*You may add Greek characters, special symbols, and special formatting to your table by using the character insert options*)
- 4 When you have finished creating your table click **Save**

Edit a Table

- You can edit a table by clicking the **Edit Table** icon (✎)
- You can preview the table by clicking the **Preview Table** icon (📄)
- You can delete a table by clicking the **Delete Table** icon (✖)

| Table ID | Edit Table | Preview Table | Delete Table |
|----------|---|---|---|
| [table1] |  |  |  |

| New Table Dimensions | |
|---------------------------------------|----------------------------|
| Columns: <input type="text"/> | Rows: <input type="text"/> |
| <input type="button" value="Create"/> | |

Add Table to Abstract Body

To include a table within your submission, you must use a Table ID tag in the abstract body.

- 1 Enter the Table ID tag with brackets - i.e. **[table1]** or **[table2]**- in the abstract body where you would like your table displayed. (**PLEASE NOTE: Table ID tags are case sensitive and need to be in lowercase type without spaces**).
- 2 Preview your submission and table location by using the **Preview** link from the left navigation bar

Click **Save** to save the information. To move to the previous or next page click **Previous** and **Next** respectively. (**PLEASE NOTE: The pages will automatically save the information on the page when you click Previous or Next.**)

Preprints

Preprints are only required for **ENFL**, **POLY**, and **PMSE** divisions. If you submit a preprint for any other Division, it will be disregarded.

Add Preprint

Upload your MS Word version of your preprint using the division template, if provided. (**PLEASE NOTE**: Do not upload a PDF only uploaded the MS Word file.)

- 1 To upload a preprint, click **Browse**
- 2 Locate the MS Word document you wish to upload
- 3 Click the **upload** (↑) icon

Preprints

Use the upload feature below to upload your MS Word version of you preprint, using the division template if provided. **Preprints are only required for ENFL, PMSE, and POLY divisions.** If you submit a preprint for any other Division, it will be disregarded.

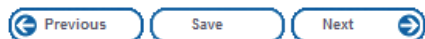

To download the preprint template for your division, you can find this on the Division Instructions page or click the link below:

[Click for ENFL Preprint Template](#)

[Click for PMSE Preprint Template](#)

[Click for POLY Preprint Template](#)

You can upload your Preprint here:

Edit Preprint

Upload your edited MS Word version of your preprint.

- 1 To upload the edited preprint click **Browse**
- 2 Locate the edited MS Word document you wish to upload
- 3 Click the **upload** (↑) icon. *(The old preprint will automatically be replaced by the new preprint.)*

Click **Save** to save the information. To move to the previous or next page click **Previous** and **Next** respectively. (**PLEASE NOTE**: The pages will automatically save the information on the page when you click Previous or Next.)

Submit

The accuracy of your submission is your responsibility. Please proofread your document carefully before submitting it.

Once you have completed your abstract, click **Submit Final Document**

Submit

The accuracy of your submission is your responsibility. Please proofread your document carefully before submitting it.

Submit Final Document

243rd ACS National Meeting, San Diego, CA

Document ID: 10560

Program Area: COMSCI: Committee on Science

Symposium Title: (COMSCI003) Emerging Models for Strengthening Science Education Toward Scientific Workforce Development: Blurring the Line Between Science and Business Education

INSTITUTIONS

1. ACS, United States

AUTHORS

1. [John Smith](#)¹, 1155 16th Street NW, Washington, DC, 20036, United States, 555-555-5555, abstract@acs.org

If all the information has been entered correctly, you will be directed to screen indicating that your abstract has been successfully submitted. You will also receive a submission confirmation email.

Error Messages

If you have information missing from your submission the **Document Submission Error** (⚠️) icon will appear.

A list of areas that need to be revisited and corrected will be listed. Navigate to the areas with the red exclamation mark (!) on the left hand navigation bar.

General

✓ Division and Committee Instructions

Abstract

! Authors & Institutions

! Disclosure

! Abstract Title

✓ Abstract Body

✓ Figure

Table

Preprints

Preview

▶ Submit

Program Options

Edit My Submission

Submit

The accuracy of your submission is your responsibility. Please proofread your document carefully before submitting it.

⚠️

DOCUMENT SUBMISSION ERROR

You must complete the following missing information fields in order to complete your document submission.


- The **Disclosure** section, requires the following rule to be met for the question pertaining to the **Reason for Abstract Submission:** A response is required
- The **Disclosure** section, requires the following rule to be met for the question pertaining to the **Presenting author will register:** Question must be answered
- The **Disclosure** section, requires the following rule to be met for the question pertaining to the **Abstract will be withdrawn if author cannot attend:** Question must be answered
- The **Disclosure** section, requires the following rule to be met for the question pertaining to the **Abstract submitted only once:** Question must be answered
- The **Disclosure** section, requires the following rule to be met for the question pertaining to the **Preferred Presentation Method:** A response is required
- The **Abstract Title** section, requires the following rule to be met for the question pertaining to the **Title:** A response is required
- At least one **Author** is required.
- You must insert the **[figure1]** tag within your document body in order to include your figure 1 in the submission









Once all errors have been corrected and the abstract fields have a green check mark (✓), you may submit your abstract.

Visa Letter (Disposition Letter)

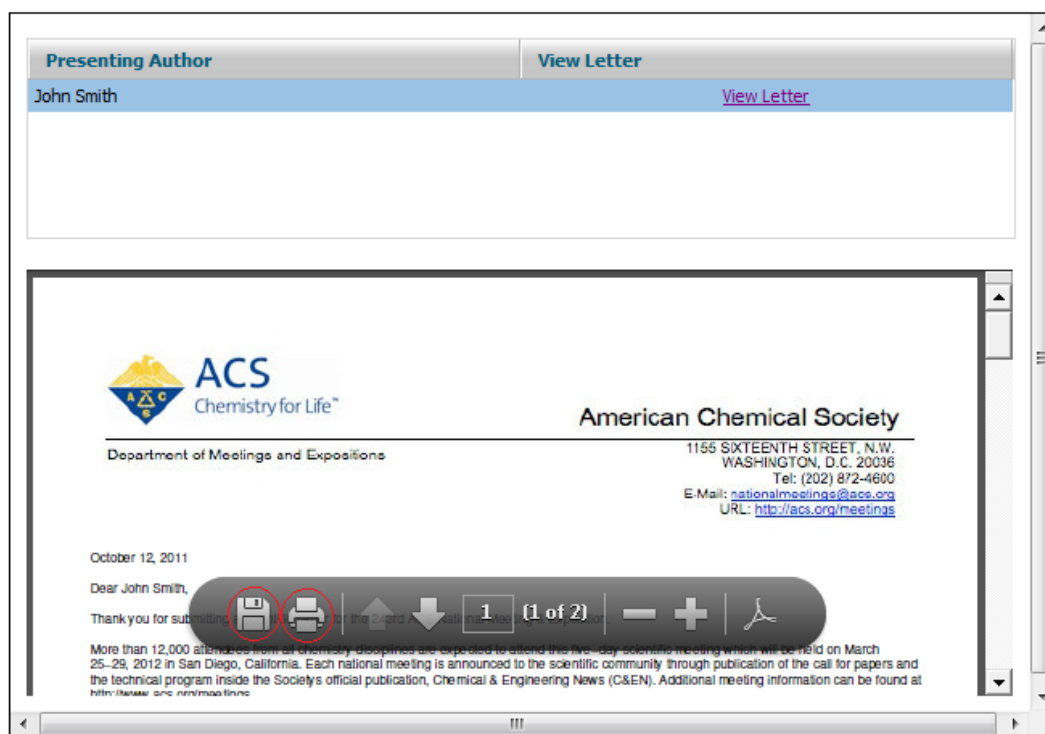
Personalized visa letters are available to download only after your abstract has been accepted by the symposium organizer or program chair. **(PLEASE NOTE: Visa letters are only generated for presenting authors and can only be downloaded from the account of the person who submitted the abstract.)**

To download a visa letter:

- 1 Log into PACS using your ACS ID and password
- 2 Click the preview () icon under **Disposition Letter** next to the abstract you wish to download a visa letter for

| Document Number | Submission Status | Edit Document | Preview Document | PrePrint | Disposition Letter | Program Area | Withdraw Document |
|-----------------|-------------------|---|---|---------------|---|---|---|
| 10560 | Accepted |  |  | Not Available |  | COMSCI: Committee on Science |  |
| 10969 | Incomplete |  |  | Not Available | Not Available | GEOC: Division of Geochemistry | Not Available |
| 12227 | Incomplete |  |  | Not Available | Not Available | PMSE: Division of Polymeric Materials Science and Engineering | Not Available |

- 3 Click View Letter next to the name of the presenting author's personalized visa letter you want to download











The screenshot shows a web interface with a 'Presenting Author' section containing the name 'John Smith' and a 'View Letter' link. Below this is a preview of a document from the American Chemical Society. The document header includes the ACS logo and 'Chemistry for Life™' on the left, and the American Chemical Society name and address (1155 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036) on the right. The date is October 12, 2011. The document is addressed to 'Dear John Smith,' and includes a 'Thank you for submitting...' message. At the bottom of the preview, there is a toolbar with icons for saving (floppy disk), printing (printer), and navigation (up/down arrows, page number '1' of '2', zoom in/out). The document content mentions a meeting in San Diego, California, on March 25-29, 2012.

- 4 Print or save the visa letter by clicking on the print () or save () icons

Withdrawing Abstracts

Abstracts may be withdrawn from your Abstract Submitter Dashboard by clicking on the delete (✖) icon next to the abstract that you wish to withdraw under **Withdraw Document**.

| Document Number | Submission Status | Edit Document | Preview Document | PrePrint | Disposition Letter | Program Area | Withdraw Document |
|-----------------|-------------------|---|---|---------------|---|---|---|
| 10560 | Accepted |  |  | Not Available |  | COMSCI: Committee on Science |  |
| 10969 | Incomplete |  |  | Not Available | Not Available | GEOC: Division of Geochemistry | Not Available |
| 12227 | Incomplete |  |  | Not Available | Not Available | PMSE: Division of Polymeric Materials Science and Engineering | Not Available |

If the option is not available please send a withdrawal request to pacs@acs.org with the following information:

- Abstract ID number
- Abstract title
- Author's name(s)
- Division abstract was submitted to
- Final paper number (if available)