



SPNHC
Edinburgh
5-10 June 2022



SPNHC
SCOTTISH PLANT NATURE HERITAGE CENTRE



BHL
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NatSCA
NATURAL SCIENCE COLLECTIONS ASSOCIATION

SUBMISSION GUIDELINES for Abstracts

GENERAL GUIDELINES AND KEY DATES

Online abstract submission system

To submit an abstract, you need to create an account in the online submission system. You can log in multiple times to complete your submission(s). Please remember to take a note of your password.

Submission Deadline

The deadline to submit an abstract for SPNHC 2022 is 23:59 (BST) on **Friday 28th January 2022**. You must ensure you have completed the submission process before this date. Any submissions still in the draft status will not be considered for review. You can edit and revise submissions that are still in draft status.

Notification to Authors

Authors will be notified about the outcome of their submissions for poster or oral presentation on 11th March 2022.

If your submission is accepted for presentation, then you will be required to attend the conference and pay the conference registration fees. Further information will be sent to you with the notification of the outcome of your submission.

Key Dates

Submission Deadline **28 January 2022**

Notification to Authors **11 March 2022**

Abstract Format

The organising committee has invited symposia that are either open or closed. You are invited to submit an abstract into an open symposium or for consideration for a general symposium. The word limit for each abstract is 350 words.

For a full list of symposia, please [click here](#)

Please do not submit an abstract into a closed symposium unless you have been invited to do so by the chair.

All abstracts must be written and presented in English.

SUBMISSION PROCESS

Accessing the portal for the first time

All abstracts will be submitted through the online submission system. If you are accessing the system for the first time, you will need to create an account. To do so, click on the "Create New Account" button on the right. After you create your account, you will need to provide your contact details on the "Update Contact Information" tab on the top of the page. You must complete this step to submit an abstract.

Logging back into your account

If you have already created an account and saved your submission as a draft, or if you wish to submit another abstract, you can log back in by providing your email address and password. Please note that you will not be able to log in to edit your submissions after the submission deadline.

Submitting your abstract

There are a few steps to complete in order to submit your abstract. At any time in the process you can click the "Save As Draft" button at the bottom of each page. This will allow you to save your incomplete submission and return to it at a later time. Please note that submissions still in draft status will not be considered for review and must be completed before the submission deadline.

Step 1: Title and Type

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoiding subtitles if possible. You must comply with the 40 word limit.

Step 2: Authors and Affiliation

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press "Add Affiliation". Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click "Add Author". Please provide just the affiliation number for each author, e.g. "1", if you type in the full affiliation title the system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate using a comma e.g. "1,2".

Please note that the number of presenting authors is limited to three. You can indicate the presenting author by ticking the "Presenter" box on the relevant author/(s).

Step 3: Content

Enter the content of your abstract. Please ensure you adhere to the word limit(s).

Step 4: Additional Information

SPNHC 2022 would like to encourage knowledge exchange and aims to provide delegates access to the available information by uploading the information submitted to the website prior to the conference and the full presentation after the conference.

Please indicate your preference below in the permission box on this page.

Step 5 and 6: Review and Submission

The Summary section will show what you have submitted and what information is still required before you can submit your abstract. You can retain your submission as a draft and complete it at a later stage.

If you are ready to submit your abstract, you need to tick the box to state that you are ready to submit and hit 'submit'.

Please note that once you submit, you will no longer be able to edit your abstract.

Proofreading

We will publish your submission from the version supplied by you. It will be published exactly as submitted which means that any errors or spelling mistakes will show. Please proofread your submission very carefully.

Amending a draft submission

You can edit and revise your submission before this is submitted by logging into the submission system and selecting the draft. Please note that there will be no amendments possible after you submitted.

Withdrawing a submission

If you want to withdraw a submission, please contact the Conference Secretariat spnhc2022@in-conference.org.uk

REVIEW PROCESS

Authors will be notified about the outcome of their submissions by 11th March 2022. The notification will be sent to the submitting author only. Please do not call the office for details prior to this date, should you have any queries regarding the outcome of your submission. We are only able to give information to the person who submitted the abstract.

CONTACT

If you have any questions, please contact the secretariat (In Conference Ltd) who will be delighted to answer any of your queries and to provide you with the necessary guidance for your submission.



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