

ARO Abstract Submission Guidelines

On Sept. 1st the electronic submission of abstracts will begin. However if you wish to write your abstract before that date or upload your file into the system on that date, use the following guidelines to prepare your abstract.

1. Do not include graphics or tables in your abstract.
2. The maximum character count for the abstract title is 200. Please do not type your title in ALL UPPERCASE, instead use Title Case, which is Initial Caps on All Significant Words.
3. The maximum character count for the body of the abstract is 2,000. The character count **does** include spaces. We recommend using the Times New Roman font for your abstract. Point size does not matter – our server will convert all text to 10 point. Do not include author names or institutions in the body of your abstract – this website will automatically insert this information for you. Paragraphs should **not** be indented. Instead, put two carriage returns (one blank line) between paragraphs.
4. The size of your abstract depends on the length of the title, number of co-authors, and the amount of text. You will be alerted if your abstract is too long and shown a preview of its final format in case you wish to edit it further.
5. You may copy and paste the body into the electronic abstract system or upload the file. Detailed instructions are provided by the system.
6. All abstracts must be sponsored by an ARO member. ARO members can only sponsor one abstract. Please contact ARO at Headquarters@aro.org if you have questions regarding sponsorship. After the Sponsor page is completed, you will go to the payment page.
7. There is a \$30 fee for submitting each abstract. There is no cost to withdraw an abstract, however, there will be no refund of the fee after you submit payment or if the abstract is withdrawn. A receipt for the fee will be automatically generated from the abstract submission site. After submitting your Abstract fee, you will have the opportunity to proofread, approve, and submit your Abstract.
6. Following successful submission of your Abstract (submission will be complete upon receipt of a confirmation e-mail from the website), you will be able to go to any of the submission options (Authors, Abstract, Abstract Details, Conflict of Interest Agreement, Sponsor, Payment, Proofread) by clicking on the appropriate tab at the top of the page.