General Guidelines for Submission

Academy of Aphasia 50th Annual Meeting

October 28-30, 2012; S. Francisco, California, USA

The 50th Annual Meeting of the Academy of Aphasia will be held at The Stanford Court Renaissance San Francisco Hotel. The Academy of Aphasia welcomes submissions of original experimental, clinical, theoretical, and historical research from any field that contributes to the study of aphasia, including Speech-Language Pathology, Psychology, Neurology, Neuroscience, Linguistics, History, and Computational Modeling.

Presentation types. The annual meeting includes both platform and poster sessions.

Platform sessions include:
- Scientific papers—consisting of original research that has not yet been published.
- Symposia—consisting of a number of papers focusing on a common theme from researchers representing different laboratories. These papers may report on previously published research.
- Mini-Workshops—methodologically oriented sessions consisting of a number of papers reporting a unique approach to a timely topic. The authors of these papers may be from a single research group.

Poster sessions include:
- scientific papers that can be presented primarily in a visual format.

The Academy considers poster sessions to be as scientifically meritorious as platform sessions. Poster sessions will not conflict with platform sessions.

Guidelines for abstract content. The submitted abstract should provide a concise statement of the problem or hypothesis, procedures and analyses conducted, results obtained, and final conclusion(s) drawn. Abstracts may include a maximum of 500 words (including references, headings, etc.) as well as one camera-ready figure/table (*in JPEG only*). American Psychological Association (APA) format should be used for references. *Submissions that do not meet these guidelines will not be reviewed.*

Symposia and Mini-Workshops. In the case of symposia and mini-workshops, the organizer should submit an abstract summarizing the topic, and an abstract for each of the individual presentations, including the names and affiliations of all the participants. To help in the planning of the program, it is recommended that organizers of symposia and mini-workshops contact the Chair of the Program Committee by e-mail (mm1150@columbia.edu) about their plans no later than March 15, 2012 in order to get feedback on organizational issues.

Authorship of submissions. More than one abstract may be submitted by an individual, but an individual can be listed as first author on only one submission. Both members and non-members of the Academy are encouraged to submit proposals for scientific papers, symposia and mini-workshops. Student papers must be co-authored by a member of the Academy. All submissions will be given

equal consideration on the basis of their scientific merit and fitness for the Academy.

Conference participation. The meeting is open to anyone interested in attending. However, meeting space is limited, and Academy of Aphasia members, authors of accepted papers, and the first authors of rejected papers will have preference if space limitations restrict the number of registrants.

Submission procedures. Proposals must be submitted on-line at:
https://www.conference-service.com/aoa-2012/welcome.cgi

- **Personal information.** Click on the link "Submit an abstract" to begin the submissions process. You will be asked to fill out your personal information (contact information, etc.).

- **Authors and abstract.** You will then be able to enter the authors and text of your abstract. Note that you will not be allowed to enter formatting for text (underlining, bolding, etc.).   For phonetic symbols, please use the SAMPA conventions (http://www.phon.ucl.ac.uk/home/sampa/).

  Note: The conference software will rigidly enforce the 500-word limit on abstracts. If you are pasting text in from another program, please check to make sure that your abstract has not been automatically truncated.

- **Format.** Please indicate your presentation preferences, and whether the first author is a student and wishes to be considered for the annual student award.

  If the submission is part of a symposium or workshop submission, please provide the name of this symposium or workshop in the final text box. You may also make requests for non-standard equipment needs or time allotments.

- **Submit to create user account.** Click the "Submit" button to upload this text. If this is successful, a user account will be created for you (a confirmation email containing your user name and password will be sent to you).

- **Figures/tables.** Once the text of your abstract has been uploaded and a user account created, you may log on to the conference website using the user name and password emailed to you, and upload a *single* table or figure associated with your abstract. ***Tables or figures must be in JPEG format.*** *Figures will be printed in black and white and should be designed to be easily interpretable in B&W.*
    - After logging in, click on the "Submissions" tab.
    - Click on "Upload tables/figures."
    - In the new window, click on "Browse…" to select a file to upload.
    - Once the filename appears, click on "Upload tables/figures" to upload the file.

- **Multiple submissions.** Once a user account has been created, you may submit additional papers.
    - Log on to the conference website using the user name and password emailed to you after submitting your first abstract.

- Click on the "Submissions" tab.
- Click on "Submit new conference paper" and follow the same steps as with your first submission.
- Keep in mind that an individual can be listed as first author on only one submission. *Remember to indicate one corresponding author only.*

Student Awards. This award is given to the student presenting the most scientifically meritorious paper (either platform or poster presentation). Submissions are judged by the Program Committee on the basis of the abstract submission and the conference presentation itself. All full-time graduate students are eligible for the student award, although priority is typically given to students focusing on research. Student applicants must:
- be enrolled full time and be in good standing in a graduate program at the time of submission
- be the first author and presenter of the paper submitted
- not have received a student award from the Academy in the past

Students wishing to be considered must indicate this during the submission process. Instructions to do so will be provided on the online submission site.

Help with online submissions. If you have any problems using the online submission system please contact the Chair of the Program Committee (mm1150@columbia.edu) as soon as possible.

Deadlines. The text of all abstracts as well as any associated tables/figures must be uploaded to the website no later than 12:00 noon Central Daylight Time on **Friday, April 20, 2012**. There will be absolutely no exceptions to this deadline.

Selection criteria for the meeting program. The Program Committee will review the abstracts anonymously. Selection of papers will be based on scientific merit, on appropriateness for the Academy of Aphasia, on the representation of topics in the program, and on space and time restrictions. Unfortunately, not all papers can be accepted. You will be notified by email of the decision by the Program Committee by June 15, 2012. Accepted abstracts will be published online in the journal Procedia-Social and Behavioral Sciences: (http://www.sciencedirect.com/science/journal/18770428).

Program availability. The program, including abstracts, will be distributed at the conference with other registration materials. A short version of the program (without abstracts) will be available in early fall for download from the Academy website: (http://www.academyofaphasia.org).

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