



## DETAILED INSTRUCTIONS FOR ABSTRACT SUBMISSION

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Prepare your abstract in word processing software such as MS Word, WordPerfect, or a text editor such as MS Write. Do not use presentation software such as PowerPoint. The deadline for abstract submission is Monday, July 2, 2007 (5:00 pm PDT). The results of the peer review are expected to be available by July 31st, 2007. The submitting author will be notified by email. Subsequent correspondence will be with the presenting author(s).

Using your web browser, go to [www.meet-ics.com/cancercontrol/](http://www.meet-ics.com/cancercontrol/) select Call for Papers from the menu, and follow the Abstract Submission link on the conference website. Please note that you must use a level 4 or later browser (Internet Explorer 4.X or Netscape 4.x). Level 3 browsers cannot process the Java Scripts employed on the website. We recommend IE 6 or 7, Safari, or FireFox. **We do not recommend Netscape 7.1.**

### ***Log-In & Contact Information***

Once at the site, log in as a new author (unless you have already submitted an abstract). The first page is an abbreviated instruction page, so you may proceed to the next page. If you are submitting an abstract on behalf of others, but are not one of the authors yourself, submit the abstract under the name of one of the authors. The site assumes that the person submitting the abstract is one of the authors. There is a limit of two abstract submissions per presenting author.

You will need to make up a user name and password. Please limit these to a maximum of 15 letters or characters, and do not use the following characters: period (.), comma (,), @, <, >, or a space. Make a note of your user name and password, as you will need them to log back in if you wish to submit a new abstract, or edit an existing one. Press the Submit button, and proceed to the next screen. If you are submitting a new abstract, press the "Submit New Abstract" button, and proceed to the Co-author screen. If you are logging in to edit an existing abstract, select the "View My Existing Abstracts" button, and double click on the title of the abstract you wish to edit.

### ***Identify Your Co-authors***

You will see a listing which shows you as the sole author and presenter of the abstract. If this is true press the continue button. If you have co-authors, add co-authors by selecting the "Add Additional Authors" button, and fill in the details. Repeat this process for each co-author. You are allowed a maximum of 10 authors (i.e. the submitting author and up to 9 co-authors). (Please note that the system will allow you to input more than 10 authors, but only the first 10 will be published, the others will be deleted.)

Please note:

- You should select the order in which the authors are to appear in the printed abstract by choosing a number in the "Co-author Order" field. The site does not make any rank



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assumptions about co-authors, and all are entered equally. If you do not select an appearance order, the authors will be listed alphabetically by last name.

- Please indicate which author is presenting the paper by checking the “Presenting” button. Please ensure that you supply the presenting author’s email address.

Once all of the co-authors have been entered, check that the order and presentation details are correct, and then continue to the next step.

### **Presentation Format**

Please indicate whether you prefer a Poster or an Oral Presentation. If you will accept either, then select “Oral or Poster”.

### **Subject**

The Conference is organized into six (6) subjects. Select the subject which most closely matches your abstract. Please note that Science Committee may move your abstract to another subject, as they see fit.

The six subjects are:

- Similarities and Distinctions between controlling chronic diseases and cancer
- Cancer Prevention Strategies
- Novel Approaches and Technologies
- Cancer Control and Outcomes
- Value Proposition in population-based cancer control
- Mobilization of a Global Community of Practice

### **Title**

Enter the title of your abstract, and then proceed to the next screen. Please Use Upper and Lower Case Letters for your title. DO NOT USE ALL CAPITALS. (You can copy and paste the title from your word processor file)

Click Continue to go to the next screen.



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### ***Upload Graphics***

The next screen will allow you to upload any graphics or images associated with your abstract. If you do not have any graphics, please click continue to move to the next screen, where you will input the body of your abstract. You are permitted a maximum of 2 graphics.

If you do wish to incorporate graphics in your abstract, first prepare your file for uploading, ensuring the size, resolution and format are correct (please refer to the graphic help page for details). Name your file something meaningful, such as "Smith\_R\_Fig1.jpg", not something unidentifiable like "graph.jpg". Note that the server **will not** accept your file if it has spaces in the filename – please use an underscore instead of spaces in filenames. When ready, upload the graphic file or files by selecting the Browse button on the graphics upload page. This will allow you to "browse" your hard drive to select the desired graphic. Your Browser will default to looking for an HTML file, so first change the file type in the file upload box to "All Files", then navigate to the directory on your computer where the graphic file is located, select the file and click "open". The file name will then appear in the Graphics input field: select "Upload This File". If you have uploaded a jpg or gif file, you can view the graphic, other formats may not be viewable in your browser.

Note: many firewalls prevent users from uploading a graphic file through a web browser. If you try and upload a graphic, and nothing happens, or you get a strange error message, it probably means your firewall is blocking your upload. If this happens, email technical support, citing your name and abstract title, and attach your graphic to the email. Place a marker in your abstract (such as "put Hamata\_fig1 here") so we will know where to place your graphic. Technical support will place the graphic for you. If you cannot attach the graphic to your email, advise technical support, and they will provide instructions.

Please see the Graphics Help Page if you need help in preparing your graphics file.

After uploading your graphic files, please continue to the next page, where you will input the body of your graphic.

### ***Abstract Format***

Abstracts may be submitted in English only. Each abstract should be no more than 300 words in length, not including the title. If you incorporate a data table or graphics in your abstract, the table or graphic counts as 75 words against your 300 word total.



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### ***Input Body of your Abstract***

There are two ways to input the body of your abstract. You can key it into the box, just as you would with a text editor or word processor, or you can copy and paste it from the word processor file you have already prepared – this is the preferred method.

To copy and paste, open your word processor file, and select the body of your abstract with your mouse (**do not include the authors or title, as you have already entered these**). Copy the selected text, either by right mouse clicking and selecting “copy” (Mac users use Command C), or selecting “copy” under the edit menu of your software. After you have copied the text, return to your browser, place the cursor at the top of the white input box, and select “paste” from either the edit menu of your browser, or on a right mouse click (for Mac users, Command P).

The body of your abstract should appear in the input box. At this point we suggest you preview your abstract (select the preview button at the top of the input box), and then print it and proofread the printout. Close the preview screen, correct any text problems you found, and then submit your abstract by selecting the Submit button. This will send your abstract to the server and save it in the database. For most authors, this will complete the process. However, if you have used Greek or math symbols, exponents, bold face, italics, or a table, you need to read further – see below.

After the abstract has been submitted, you will be shown a review screen, showing all of the information you have entered, for one last check. If everything is correct, select the finish button at the bottom of the screen. You are now finished and may close your browser. If you want to change something, enter into edit mode, and select the appropriate button to edit the affected portion of your abstract, and update.

After your abstract has been submitted, you will receive a confirmation email from the server. If you do not receive the confirmation, the most likely problem is an incorrect email address. Log back into the system, recheck your email address, and view your abstract. If you can see your abstract it has been submitted correctly. If you want another confirmation, edit the body of your abstract, and submit the change – the server will send you another confirmation.

If you wish to submit a second abstract, return to the Main Menu, and repeat the process.

You may come back to the site at any time prior to the close of submissions, and edit your abstract or submit a new one. To edit an abstract, log in as an existing author, view your abstract listing, and double click on the title of the abstract you wish to edit. After closing, you will still be able to view your abstract, but no further changes can be made.



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### ***Symbols, Graphics and Other Issues***

If you have used symbols, tables, exponents or highlighting, you will need to take a few additional steps to ensure these are captured correctly and your abstract prints as you expect.

#### ***1. Bold, Italic, Underline, Superscript and Subscript.***

If you have used the copy and paste method, you will lose any bold, italic, underline, superscript or subscript formatting applied. You can re-apply these effects by using some simple HTML Codes. Please note that the graphic artist who will be formatting the abstract volume will apply bold to subheads such as "Objectives" or "Methods". Apply these effects only where required in the body of your abstract, for example italicizing *species* names. You apply the effect by placing on/off codes around the desired text. For example:

STYLE	TAG CODE
To bold <b>something</b>	<B>something </B>
To italicize <i>null result</i>	<I>null result </I>
To underline <u>positive</u>	<U>positive</U>
To superscript <sup>2</sup>	<sup>2</sup>
To subscript <sub>2</sub>	<sub>2</sub>

The codes will not print. Look at the preview screen to see the result.

TIP: You can copy and paste the tags from this instruction sheet instead of re-keying them. Ensure that you select all of the code, or your browser won't recognize it as a tag. Check the Preview screen to see that it displays properly.

#### ***2. Greek or Math Symbols***

If you are using the "copy and paste method" and have used Greek or math symbols in your abstract they will probably substitute with some other character when you paste the text into the input box. To insert the correct character, use the green buttons to input HTML code for these characters. When you select a green button, the HTML Code for the symbol you want will pop up in a small window. Highlight this code, and copy it (right mouse click) then place your cursor at the correct position in your abstract and paste (right mouse click again). When you preview the abstract you should see the correct symbol. You should also check any accents and other symbols, to ensure they are correct.



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For example: If you used the Symbol font to add a  $\beta$  (Beta) to your abstract, it will have been replaced with a "b" when you pasted the text in the input window. This happens because your browser can only work in a single font, so it converts the symbol set into whatever your default font happens to be. To reapply the  $\beta$ , click on the green  $\beta$  button, place your cursor over the highlighted code "&#03b2;" in the pop up box, and right mouse click, then select copy. Return to the input box, find the first instance where  $\beta$  should appear, highlight the b and then right mouse click and select paste. The b should have been replaced by the code &#03b2. Click on the preview button, and you will see that the  $\beta$  character appears in the correct place. When your abstract is published, it will print as  $\beta$ .

TIP: After you have copied the code for  $\beta$ , replace all instances of  $\beta$  in your abstract before correcting the next Greek/math symbol.

If you are re-keying your abstract directly, and require Greek/math or other symbols, we suggest you change the special character input method to "at end of text". With this input method selected, when you click on a green button, or select from the pull down menu of diacriticals and other symbols, the selected character will be inserted after the last character in the input box.

### 3. *Unicode Characters*

If you are using Windows 2000 or XP or Mac OS10, you may have used a Unicode typeface to add Greek, Math or other Symbols. If you have copied and pasted in a Unicode Symbol, it will probably work correctly, but not all characters or typefaces will. Unicode is not yet universally accepted, and there are a number of technical issues still unresolved. If the Greek/math symbols preview correctly, then they are working fine and you do not have to do anything more. If they do not preview correctly, use the green buttons to insert the desired symbols. If you log back in, you will see that the server has recorded the Unicode Characters in a hexadecimal format (for example beta becomes &#946;) but don't be alarmed; that is how the Unicode character is actually stored in your computer, you just don't normally see it. It will preview and print properly.

### 4. *Graphics:*

The graphics you previously uploaded are listed to the right of the input box. To position a graphic in a particular location (e.g. After Results but Before Conclusions), click on the graphic file name in the list. A box pop up will appear, with an HTML image tag that looks something like `<img src=yourfile.jpg>` highlighted. Copy this tag, close the input box, place your cursor in you abstract where you want the graphic to appear, and paste. The graphic artist will size and fit the graphic for you, but keep this placement. If you do not indicate the placement of your graphic, the graphic artist formatting the abstract volume will decide the placement. All uploaded graphics will be placed, even if no image tags are used.



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Finally a warning about screen previews. Your browser will display graphics at 72 ppi – the most common screen resolution. As we need at least 150 ppi to print clearly, your graphic will always appear in the preview much larger than it actually is.

### 5. Tables

If you have a table in your abstract, you cannot copy and paste this into the input field. HTML does not understand tables from word processors. Delete the table from your abstract before pasting it into the input box (if you already have pasted your abstract with a table in it, delete everything in the input box, and re-paste without the table).

Click on “Table Generator” to create a table, and enter the number of rows and columns needed. Note, the table generator allows only one line per cell, so if the headings in your table take up more than one line, use a separate row for each line.

For example, the following table would have 6 rows and 3 columns:

<b>Date</b>	<b>First Treatment</b>	<b>Second Treatment</b>
Aug 2006	25	46
Oct 2006	15	38
Jan 2006	45	26
March 2007	19	62

After entering the size of your table, select continue, and enter the headings and data. If you did not enter enough rows or columns, you cannot add more, and you will have to start again, so make sure you get the number correct. (TIP: blank rows at the bottom and blank columns at the right will be ignored, so you may want to add an extra row or two and an extra column to your table size, just to be sure).

After entering your data in the cells, click continue, then copy the highlighted code which appears on your screen, and close the Table Generator. Place your cursor in the abstract input box at the point where the table should appear, and paste. Select preview to view the table. Don't worry about its appearance; as long as the correct data are in the correct cell, it will print properly. The graphic artist formatting the abstract volume will lay out the table correctly.

If you have a very complicated table, email technical support for assistance with the table, sending the table as an attachment, and submit the rest of the abstract without the table. Tech support will add your table, and then email you, and ask you to log back in and check the results.



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### ***Technical Support***

Please email any question(s) to [techsupport@scolars.com](mailto:techsupport@scolars.com).