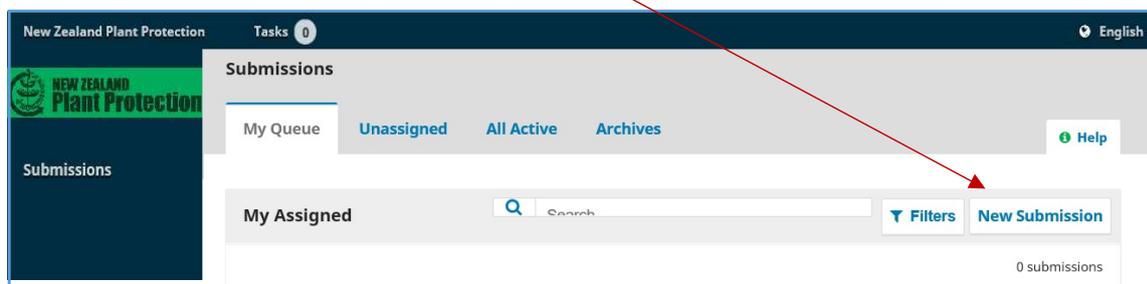


## HOW TO SUBMIT A POSTER ABSTRACT TO *NEW ZEALAND PLANT PROTECTION* May 2018

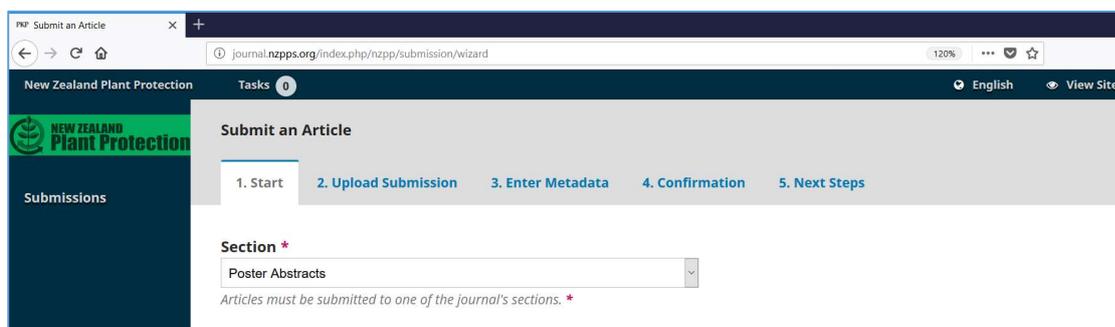
### STEP 1: START

Login to the website and click on the “New Submission” button:



which will bring up a new screen.

Choose the Poster Abstract section for your submission in the drop-down menu.



Tick all the submission requirements that you have completed:

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word document file format.
- Where available, URLs for the references have been provided.
- The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- One or more of the co-authors is a current member of the New Zealand Plant Protection Society.
- One of the co-authors will present the paper/poster at the next NZPPS Conference if the paper/poster abstract is accepted.

**NOTE:** Your submission will not proceed unless you have completed and ticked all the requirements.

Add any comments you would like to send to the editor then hit “Save and continue”.

## STEP 2 UPLOAD SUBMISSION:

Remember to check that your poster abstract contains a total of no more than 240 words (including the title, and authors' names and affiliations). Upload the Word document containing your abstract by clicking on the "Upload File" button:

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files Q Search Upload File

No Files

Save and continue Cancel

Choose "Abstract" from the drop-down menu:

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component \*

Select article component

Abstract

Article Text

Table

Figure

Appendix

Other

Continue Cancel

then upload the relevant file and click on "Continue":

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component \*

Abstract

nzpp\_editor, Author, test abstract.docx Change File

[Ensuring a Blind Review](#)

Continue Cancel

The system will ask you to check the details of the file:

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

nzpp\_editor, Author, test abstract.docx Edit

docx 11KB

Continue Cancel

If these are correct, then hit "Continue".

### STEP 3: ADD METADATA

Copy and paste the title of your poster abstract and the abstract text into the appropriate boxes. There is no need to add a subtitle.

NOTE: Remember to check that the poster abstract contains no more than 240 words (including the title, and authors' names and affiliations).

**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Title \*

*Examples: A, The*

Subtitle

*The optional subtitle will appear after a colon (:), following the main title.*

Abstract \*

The abstract should start with a summary of the problem followed by the approach the authors have taken to investigate the problem. Then there should be some information on the methods used followed by a summary of the results and conclusions. The Abstract should not exceed 180 words.

Add the details of ALL the co-authors by clicking on the “Add Contributor” button and check that the corresponding author is listed as the primary contact:

Name	E-mail	Role	Primary Contact	In Browse Lists
Ruth Falshaw	mahanaediting@outlook.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blanche White	editor@nzpps.org	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Once you have added the names of all the co-authors, make sure that they are listed in the same order as they appear on the poster abstract. You can change the order by clicking on the “Order” button and dragging the entries to the correct position.

There is no need to include any other metadata so click on “Save and continue” at the bottom of the page.

### STEP 4 CONFIRMATION

Click on “Finish Submission” once you have checked that all the information you have added is correct:

**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click “Finish Submission”.

Finish Submission Cancel

All the co-authors will receive a notification email.

**\*\*Please contact Ruth Falshaw at [editor@nzpps.org](mailto:editor@nzpps.org) if you have any questions\*\***