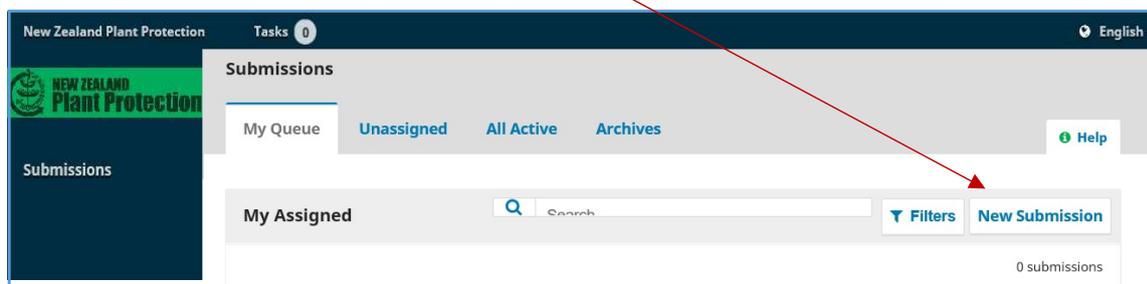**HOW TO SUBMIT A POSTER ABSTRACT TO *NEW ZEALAND PLANT PROTECTION***
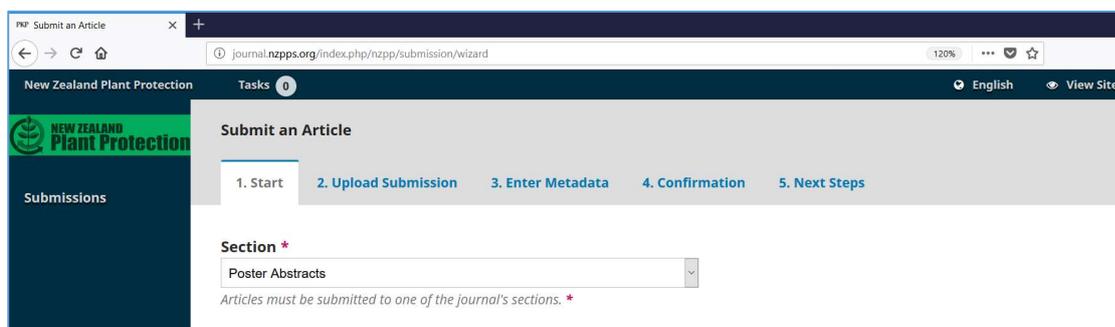**May 2018**

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:

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:

Choose "Abstract" from the drop-down menu:

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

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

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).*

Add the details of <u>ALL</u> the co-authors by clicking on the "Add Contributor" button and check that the corresponding author is listed as the primary contact:

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:

All the co-authors will receive a notification email.

Please contact Ruth Falshaw at editor@nzpps.org if you have any questions