

**Wageningen Academic
P u b l i s h e r s**

Wageningen Academic Publishers Abstract and Congress Management Application

User guide

Submitting abstracts and/or papers

1. Introduction

The Wageningen Academic Publishers Abstract and Congress Management Application is an online application where abstracts and/or papers for a congress can be submitted. After the abstracts/papers have been submitted and the deadline for submitting has passed, the editors/session chairpersons will do their job. They review the abstracts/papers and decide on acceptance or rejection, the type of presentation and the order in the session. Once their part of the process is finished, we (Wageningen Academic Publishers) will make sure you receive a letter of acceptance or a letter of non-acceptance (by e-mail). In the end, the accepted abstracts/papers will lead to a proceedings book.

This user guide will help you to submit your contribution. After you have created an account, you will be able to submit, see and edit your abstracts. After the deadline for submission has passed, you will only be able to see what titles you have submitted and editing is no longer possible.

We trust this guide will be useful.

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2. After login

2.1. The menu

After login, a welcome page will be shown, stating the congress you logged in to, and its deadline for submitting abstracts. You will also find some general information. Please read this carefully. On the left side you'll find a menu you can use to navigate through the site. You can submit or manage your abstracts ("My abstracts"). You can edit your profile ("My profile"), which contains the personal information you used for registration. You will also be able to change your password in the profile part.

Homepage
My abstracts
My profile
Contact
Log out
About

2.1.1. Homepage

The homepage is the welcome page that you first saw after login.

2.1.2. My abstracts

The *My abstracts* page makes it possible for you to submit abstracts/papers or edit the abstracts that you have submitted.


2.1.3. My profile

My profile is the place where you can adjust your personal details e.g. name, affiliations, e-mail-address, password. It has the same fields as the page you had to fill in to create your account.

EAAP Annual meeting 2007, Dublin, Ireland

WAP - My profile

[Homepage](#) » [my profile](#)



Below you can find your current profile. If necessary, you can make changes and save them after entering your password (twice).
Mandatory fields are marked with *

* Title : Dr Mr Mrs

* Initial(s) :

* Family name :

* Institute :

Department :

* Address :

* Zipcode and place :

* Country :

* Phone :

Fax :

* E-mail :

* Password :

* Confirm password :

If you do not want to submit the changes, just click the “back” button on the left. If you do want to submit the changes in your profile, click the “save” button on the right.


2.1.4. Contact

On the contact page, you will find a form that you can use to contact us if you have questions or remarks. It will be sent to us if you click the “send” button and if necessary we will contact you.

EAAP Annual meeting 2007, Dublin, Ireland

WAP - Contact

[Homepage](#) » [contact](#)



Please fill out the form below.

Your remark or question will be sent to the administrator. You will be contacted as soon as possible.

Mandatory fields are marked with *

* Name :

* E-mail :

* Message type : remark question

Abstract :

* Remark/question :

2.1.5. Log out

You can choose log out if you are finished managing your abstracts. You will automatically be logged out if you have not used any key or have not moved your mouse on our congress website for twenty minutes. When you chose the log out option, the log in - welcome screen will be shown again.

2.1.6. About

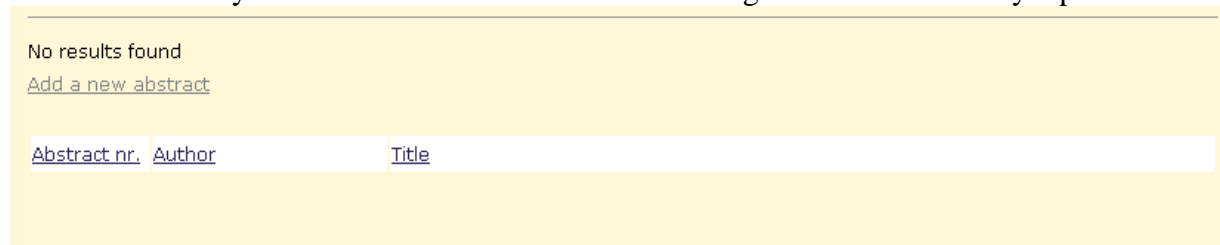
The About page states information on the version of our congress management system.

3. My abstracts

3.1. The place to be

The “My abstracts” item in the menu is the place you’ll have to be if you want to submit an abstract/paper or if you have to edit your abstract/paper.

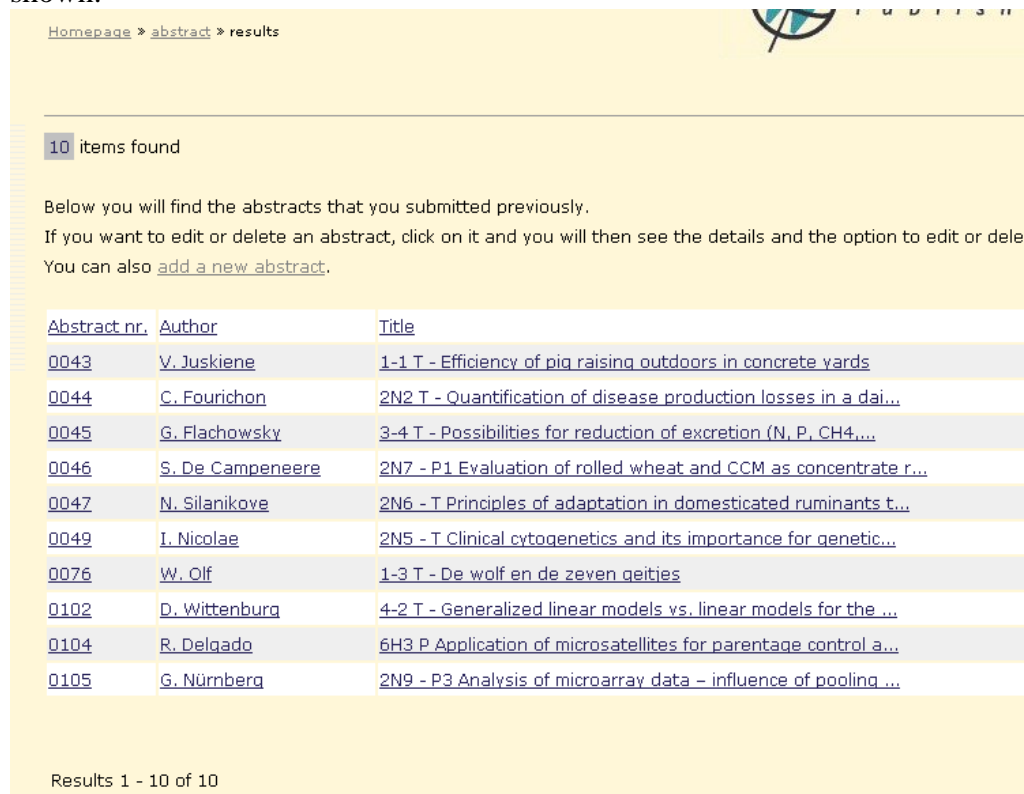
If you have not submitted an abstract to the congress you logged into before, the page will show no found items. There will be a link on the page that you can use to add a new abstract. This link will only be shown if the deadline for submitting an abstract has not yet passed.



No results found
[Add a new abstract](#)

Abstract nr.	Author	Title
------------------------------	------------------------	-----------------------

If you have already submitted one or more abstracts, the already submitted abstracts will be shown.



[Homepage](#) > [abstract](#) > results

10 items found

Below you will find the abstracts that you submitted previously.
If you want to edit or delete an abstract, click on it and you will then see the details and the option to edit or delete.
You can also [add a new abstract](#).

Abstract nr.	Author	Title
0043	V. Juskiene	1-1 T - Efficiency of pig raising outdoors in concrete yards
0044	C. Fourichon	2N2 T - Quantification of disease production losses in a dai...
0045	G. Flachowsky	3-4 T - Possibilities for reduction of excretion (N, P, CH4,...
0046	S. De Campeneere	2N7 - P1 Evaluation of rolled wheat and CCM as concentrate r...
0047	N. Silanikove	2N6 - T Principles of adaptation in domesticated ruminants t...
0049	I. Nicolae	2N5 - T Clinical cytogenetics and its importance for genetic...
0076	W. Olf	1-3 T - De wolf en de zeven geities
0102	D. Wittenburg	4-2 T - Generalized linear models vs. linear models for the ...
0104	R. Delgado	6H3 P Application of microsatellites for parentage control a...
0105	G. Nürnberg	2N9 - P3 Analysis of microarray data – influence of pooling ...

Results 1 - 10 of 10

3.2. Submitting an abstract and/or paper

If you want to submit or add an abstract, you will have to go through a minimum of 4 steps and sometimes 5:

- Step 1: fill in title, presentation means and preferred session;
- Step 2: enter the author(s);
- Step 3: fill in the affiliations of the author(s);
- Step 4: add the actual abstract text.
- Step 5: (optional) request for keywords and additional questions.

3.2.1. Step 1

EAAP Annual meeting 2007, Dublin, Ireland
WAP - abstract: add (step 1)
[Homepage](#) » [abstract](#) » add



Please fill in the information below and on the next three pages. By clicking on the "next" button, you will go to the next page and by clicking on the "back" button you will return to the previous page. By clicking "stop", you will return to "My abstracts", but the abstract you were submitting will not be saved. On the fourth page, you can finalise your abstract submission by clicking the "save" button.
Mandatory fields are marked with *

* Title of your abstract?

* Preferred presentation?
 Poster Theatre

* Preferred session for which you would like to submit your abstract?

- Session 01 - Breeding for robustness in cattle
- Session 02 - Regulation of milk synthesis
- Session 03 - Risk of disease transmission through animal movement
- Session 04 - Impact of feed processing on nutritive value
- Session 05 - Environmental pollution through pig production
- Session 06 - Human-horse relationships
- Session 07 - Changes in land use due to the CAP reform
- Session 08 - Sustainable animal production - Biological aspects related to milk and meat quality
- Session 09 - Open session - Uniformity in pigs
- Session 10 - Free communications Animal Genetics
- Session 11 - Use of crosses and dairy calves for beef production
- Session 12 - Herd and stable management: health and performance issues
- Session 13 - Understanding and assessing farmers' decision making
- Session 14 - Artificial Insemination
- Session 15 - Sustainable animal production -- Productivity aspects related to milk and meat quality

scussies niet beschikbaar op <http://wap.prolific.nl/>

Internet

You'll have to start by typing (or using copy-past) the title of your abstract and choosing the preferred presentation type (poster or theatre). Note: type your title "sentence case" without capitals (except where grammatically correct). After that you have to choose **one** of the sessions mentioned on the screen. If it is a long list, you might have to scroll down to the bottom of the browser page. It is not possible to choose more than one session.

3.2.2. Step 2

Step 2 is entering all authors of the abstract, including yourself, if you are an author. Start with the first author, if there is a second author, click the "add more..." button and enter the second authors initial(s) and family name. If there is a third author, click the "add more..." button again and so on. The maximum number of authors is 20.

You also have to indicate who is the presenting author of your presentation. The first author is default, but you can choose any of the authors in your list.

Please enter all authors of the abstract, including yourself, if you are an author. Start with the first author of the abstract, followed by the second author etc.
Mandatory fields are marked with *

presenting? * Initial(s) :
 * Family name :

presenting? * Initial(s) :
 * Family name :

You can also remove authors, but the first field (on top of the list) cannot be removed. If you have typed a wrong name in this field, you will have to retype another name in the first field. If you have a wrong name in any other than the first field, you can just click the “remove author” button.

3.2.3. Step 3

Please enter below the institute(s) where the authors work. You can enter more than one institute by clicking the 'add more...' button.
Mandatory fields are marked with *

* Institute/Company :
 Department :
 * Address :
 * Zipcode and place :
 * Country :

Please click the names of the authors that work for this institute/company

J.B. Sahuleka

If you need to add more institutes, use the add more button. It is not possible to have no affiliations to your author(s). The first institute mandatory fields will always have to be filled. The maximum number of institutes our system can handle is 10. For each institute you have to tick the box with the author that works for that institute. It is possible to have one author attached to more than one institute.

3.2.4. Step 4

Adding the abstract text

Step 4 concerns the actual submitting of the abstract text. Your abstract title and authors with their affiliations based on what you have entered in Step 1 and Step 2-3 will be shown above the white box where you can enter the text. If the information is not correct, please go back to previous steps by clicking the 'back' button.

The title and author information do **not have to be typed/pasted in the textbox again**, since that information is already available.

It is not allowed to use tables, figures and formulas in your abstract.

Character count

Please note that the total number of characters, including the title and the authors, should not exceed a certain number (incl. spaces). The number of characters can vary with the congress you submit to.

An example: The congress you want to submit for allows 2500 characters. If the title, authors and their institutes take up 94 characters, you have 2406 characters for your abstract text left.

Counting characters in Word

We advise you to count the number of characters in Word before pasting into the box. If your abstract text (without title, authors and institutes) is in a word document, click “Extra” in the taskbar on top. Then chose “Word count” and Word will give you the number of pages, words, characters (excluding spaces), characters (including spaces), sections and lines. On the right side you’ll see the Dutch version of the word count screen. Your version of Word will show it in the language of your Word version.



For your abstract text you will have to use the number of characters including spaces. If that is higher than the number of characters mentioned on the step 4 screen (2406 in the example below), you will have to adapt your text.

Please enter the text of your abstract below. A pop up box will appear, where you can paste your text. If your blocks pop up boxes, please allow the pop up box in order to finalise the abstract submission.

The title and the authors (including their affiliation) have already been included, based on what you have enter and Step 2-3. If the information is not correct, please go back to previous Steps by clicking the 'back' button. Pl the total number of words, including the title and the authors, should not exceed 2500 characters (incl. spaces). We advise you to count the number of characters in word before pasting into the box below. The title and auth characters, so you have 2406 characters for your abstract text left. It is not allowed to use tables, figures and l your abstract.

Mandatory fields are marked with *

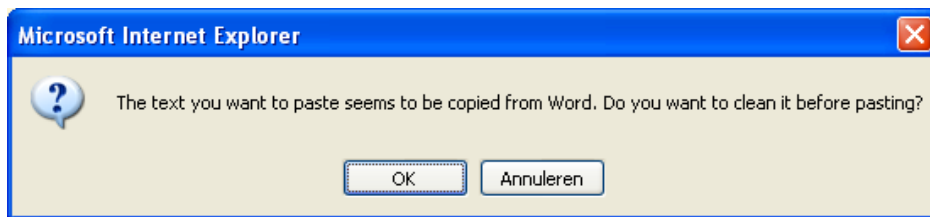
test

J.B. Sahuleka , Wageningen Academic Publishers, P.O. Box, 6700 AA Wageningen, Netherlands

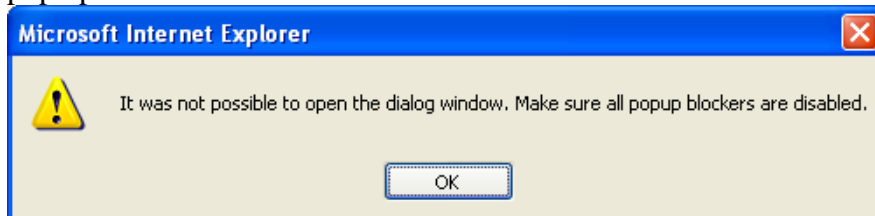
* Abstract text :

If the character count is not exceeding the maximum, please enter the text of your abstract in the white box.

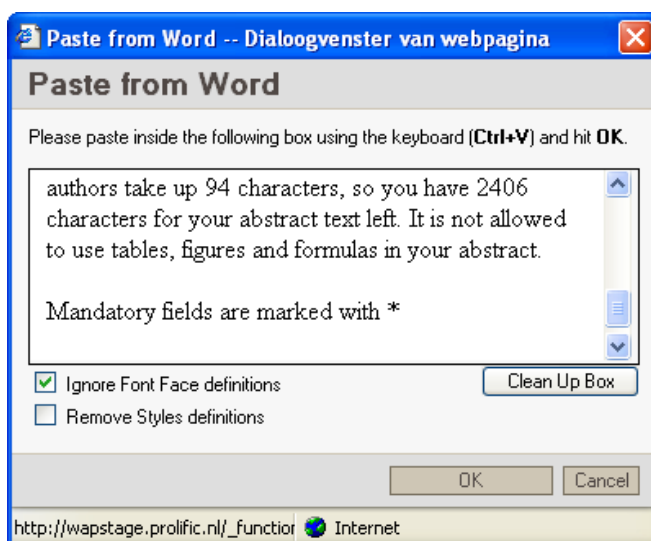
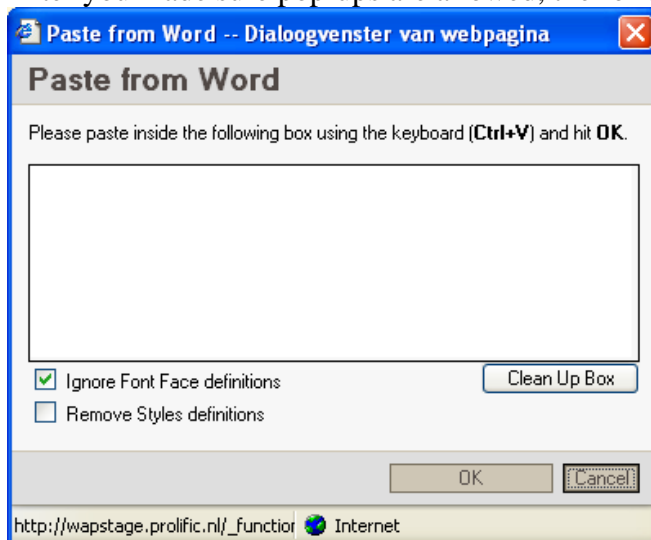
Sometimes, when pasting from Word, a pop up box (see below) will appear, where you can paste your text after you clicked OK.



If your computer blocks pop up boxes, the following message can appear, please allow the pop up box in order to finalise the abstract submission.



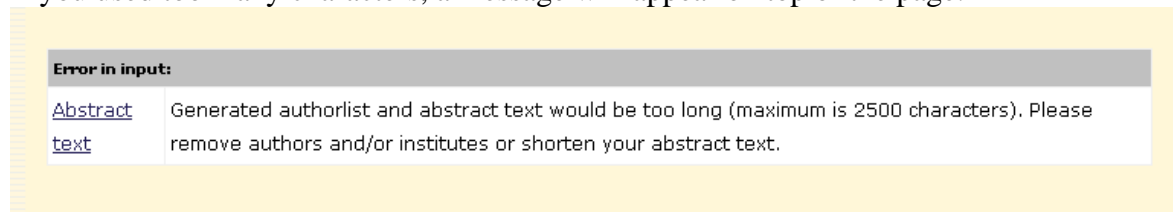
After you made sure pop-ups are allowed, the following box will be shown:



You can past your text in the white box and click OK to get it into our system. To erase the text from this box, you can click the "clean up box" button.

After entering your text, press the “Save” button on the right side and if all goes well you will receive a confirmation page and confirmation e-mail.

If you used too many characters, a message will appear on top of the page.



The screenshot shows a yellow background with a grey header bar that reads "Error in input:". Below this, there is a table with two columns. The first column contains the text "Abstract text" with a blue underline. The second column contains the message: "Generated authorlist and abstract text would be too long (maximum is 2500 characters). Please remove authors and/or institutes or shorten your abstract text."

You can edit the text in the box to change it. Keep in mind that the number of characters used for the authors and/or institutes also influences the number of characters that is left for the actual text of your abstract (see the part earlier in this chapter on character count).

If you encounter problems with the character count, you can try to paste it first into notepad and then into the abstract database. This normally helps to remove all kind of layout settings.

3.2.5. Keywords and additional questions

For certain congresses, you will be asked to provide keywords, or you will be asked to answer additional questions. See example below.



The screenshot shows a web form titled "Abstracts - abstract: add (step 5)". In the top right corner, there is a logo for Wageningen Academic Publishers. Below the title, there is a breadcrumb trail: "Homepage > abstract > add". A note states "Mandatory fields are marked with *". The main title of the abstract is "Economic consequences of animal welfare" with the author information "Green, P.G., University of ABC, P.O. Box 250, 1405 Copenhagen, Germany". A instruction says "* Please give maximum 5 keywords, separated by comma:". A text input field contains the keywords "animal housing, pigs, financial impact, animal health". Below this, there are two questions with radio button options: "* Do you want to compete in the poster competition?" with "Yes" and "No" (selected), and "* Have you done your research according to the ethical guidelines?" with "Yes" and "No". At the bottom, there are three buttons: "Back", "Stop", and "Submit".

Please: do **not** provide keywords if you are not asked to do so.

3.3. Congress with papers and abstracts or papers instead of abstracts

Whether you have to submit an abstract with a paper, or just a paper, the basic steps 1-3 remain the same as for abstract submission. The difference appears in step 4.

If an abstract and a paper are requested, you can follow the abstract guidelines. In addition to typing/pasting abstract text in the box, you will have to add a paper using the browse button.

If just a paper is requested, in step 4 instead of a box where you can type or past your abstract text, a paper can be uploaded using the browse button. Make sure that your name of the file makes sense, preferably start with the last name of the first author.

3.3.1. Adding extra files

This option and the number of extra files may vary for different congresses. The extra file option can be used to upload pictures, images, PowerPoint slides or other files that can enhance the quality of your paper.

3.3.2. Editing already submitted papers

If you need to change the paper you submitted, you can upload a new version. The previously uploaded version will be replaced by the new version, so please be careful.

K. Lili, h, l, l, Bosnia and Herzegovina

Please attach file(s) by clicking on the "browse" button.

Previously attached paper [10 Wenzel paper cv.doc](#)

Paper :	<input type="text"/>	<input type="button" value="Bladeren..."/>
Extra file :	<input type="text"/>	<input type="button" value="Bladeren..."/>
Extra file :	<input type="text"/>	<input type="button" value="Bladeren..."/>
Extra file :	<input type="text"/>	<input type="button" value="Bladeren..."/>

4. Messages you can receive when you submitted abstract(s) and/or paper(s)

4.1. Registration confirmation

The first message you will receive is the registration confirmation e-mail,

Your subscription to Wageningen Academic Publishers

Once the subscribing part is over there are a few other messages you might receive.

4.2. Letter of receipt

Letter of receipt EXAMPLE CONGRESS NAME

This is the subject of the message that your abstract has been received. Title etc. will be mentioned in the message body.

4.3. Request for editing

Request for editing your abstract for EXAMPLE CONGRESS NAME

This is the subject heading for the e-mail you will receive if a chairperson of a session that you submitted an abstract/paper to, advises you to change your abstract/paper. The message text will be similar to the next example. If you receive a similar message, you need to take action and improve your abstract/paper.

Dear Mrs M.R. ExampleName,

You have submitted an abstract for EXAMPLE CONGRESS NAME

The scientific committee will only accept your abstract if you are making the necessary changes.

Abstract number: 0035

Abstract title: Estimation of genetic trends for example cows

Authors: Testname, H., ExampleName, M.R., Nonymous, A.,

Preferred presentation: Poster

Preferred session: 4 - Cattle breeding, genetic resources, product quality

The comment of the session manager is:

Here the comments will be given. The comments can be on spelling, for instance: "Would you please use the (U.K.) English spell checker?" or on the scientific content of the abstract.

Please login in the abstract database and make the requested changes. After you have done so, please save your changes.

With kind regards,

Wageningen Academic Publishers

(This is an automated message)

4.4. Letter of acceptance/Letter of non-acceptance

After all the abstracts/papers have been reviewed, you will receive a letter of acceptance/letter of non-acceptance that states whether your abstract has been accepted as a poster or theatre presentation.

5. If you have to change your abstract/paper

If you got the request to edit your abstract, you can go to the mentioned abstract using “My abstracts”. Chose the abstract from your list and when you click the title, you will be in the same Step 1 screen you saw when you submitted the abstract and can start editing. If you only need to change something in step 4, you can use the “next” button to go to the next screen.

5.1. Changing the paper

If you need to change the paper, you can download your already submitted version on the step 4 screen. This will be the best method if the chairperson has incorporated his/her comments in your paper. Make sure you save the paper on your computer, then adjust it, save it again and than you can upload the adjusted version.

Another option is to upload a completely new version, that will replace the version you submitted earlier.

6. Review procedure

Upon request, you can be asked to act as reviewer for a certain congress. If that is the case, you will be contacted first and after you approve, you will receive an invitation by e-mail. This invitation contains a link in order to login. After logging in, you will find an extra option in your menu on the left: 'My review abstracts'. By clicking on this button, you will enter the screen with the abstract(s) that you have to review as in the example below.

Testing Joint International Agricultural Conference 2009 (deadline for abstract submission has expired)

WAP - my review - abstracts

[Homepage](#) » [review](#) » my review - abstracts

Staging

Homepage

Guide for authors

My abstracts

My review - abstracts

My profile

Contact

Log out

About

Below you find the abstracts which you are requested to review.

The deadline for doing this review is **26/10/2008**.

Abstract nr.	Title	
2127	Estimating impact on clover-grass yield caused by traffic in...	to be reviewed

The deadline for doing the review is indicated, as well as the abstract number and the title, and, on the right, the status.

After clicking on the abstract title, you will enter the review screen. There is a direct link to the abstract and after reading the abstract, you have to answer some questions by giving a score. If necessary, you can add comments in the 'remarks' box.

Below you find questions or statements regarding abstract 'Estimating impact on clover-grass yield caused by traffic intensities'. Your answer should be a score from 1 to 10 (1=bad; 10=perfect) for each question. Click [here](#) to open the abstract in a new window.

Mandatory fields are marked with *

* 1. Please score the relevance of the abstract

* 2. Please score the overall quality of the abstract

Remarks:

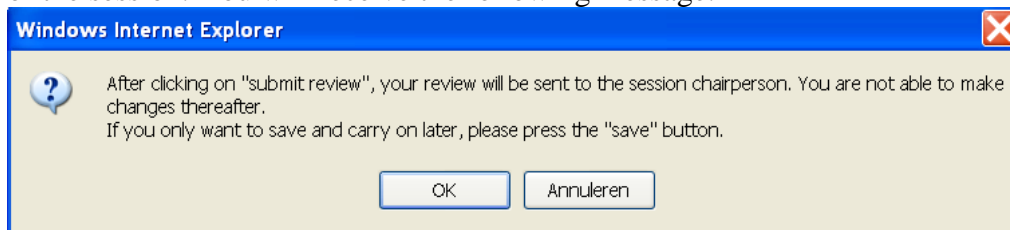
Additional data are necessary.

After filling in (part of) the requested information, you can 'save' your review. This means you can continue and finish the review at a later moment. You will receive the following message:

Windows Internet Explorer

This only saves your review for future continuation.
If you have finished your review, please press "submit review"

Or you can press 'submit review', which means your review is being sent to the chairperson of the session. You will receive the following message:



Once you have submitted the review, you cannot change it anymore.