Addendum 1

SUBMITTING TITLES, ABSTRACTS AND CONFERENCE SLIDES

Title and abstract submission for the NEWSS annual meeting (including NEPPSC) will be online, through http://weedscimeetingabstracts.com.

DEADLINES: Deadlines will be determined annually. For the traditional early-January meeting time, online submission opens in September, and titles will be due in October, and abstracts due the Sunday prior to the meeting. Regard deadlines as firm. If an abstract is not entered by the due date, it may not be included in the meeting proceedings. Students entered in contested sessions of the meeting may be penalized for late submissions, based on the judging rubric for that section.

LOG-IN: Go to http://weedscimeetingabstracts.com. An account specific to the website is required – an existing account with WSSA, APMS, or regional weed science societies *does not* serve this site. To create an account, use the "Create Account" link at the top-right of the landing page, and enter an email and create a password. When you create an account, you will complete your profile, providing name, affiliation, and contact information. Upon completion of the profile, you will be on the "List of Titles" page, where you can create a new title. After you have created an account, subsequent logins will bring you directly to the "List of Titles" page, and you will be able to create new titles or edit existing titles from that screen.

SUBMIT TITLE: Upon login, you will land on your "List of Titles" page. If you followed another link upon login, click "My Titles" to return. Click "Create New", then select the desired meeting (NEPPSC in this case) in the resulting pop-up window, and click "Continue".

We have adopted the WSSA convention for titles, which is a change from past NEWSS instructions. As well as being described in this addendum, the title instructions are also described on the NEPPSC title submission page.

Capitalize the first letter of all major words in the title and end the title with a period. Include both the common and scientific names (do not include authorship) of all pests, as well as for uncommon crop plants in the title, but only the common names of herbicides and other pesticides and well-known crop plants. You do not need to type the title in bold-face; the system will do that automatically.

After entering the title, complete the following fields to place your title in the desired session of the meeting.

STUDENT STATUS: Select from the drop-down list (No, Undergraduate, Masters, PhD). If you are a student, indicate it here even if you do not plan to enter your title in a judged session, as this information is used by the Membership Chair.

JUDGED IN THE STUDENT CONTEST?: This is yes or no.

PRESENTATION TYPE AND SECTION**:** choose between Oral or Poster (or Lightning Talk for virtual meetings). For Section, students entering a contested session will choose based on their society affiliation. Non-competing students and non-students will choose Poster (or Lightning Talk), or an oral section based on the content of their presentation, with up to three choices for oral section preference provided.

PRESENTER BIOGRAPHY: This is necessary to complete the title submission, as it is required to seek CEU for pesticide applicators or crop consultants in many jurisdictions. A very brief summary of your position and expertise will suffice. Some examples:

> *Veronica Arvensis is an Associate Professor of Turfgrass Weed Science at the Notable Land Grant University. She has a 70/30 Research/Teaching Appointment in the School of Plant and Soil Sciences*

> *Setaria Viridis is a PhD candidate in Crop Ecology at Another Land Grant University, researching the influence of cover crop mixtures on soil carbon:nitrogen balance.*

EMAIL OF CO-SUBMITTER: Enter co-author email here if you wish to give them editing privileges for the submission. Do not use this field if you do not wish to share editorial access to the submission. There is a separate field to simply list your co-authors.

AUTHORS**:** This field is below the "Abstract" field on the submission page. Type the name of an author and select from the popup list. You created a profile to be able to get to this stage, so typing your name will produce your profile entry to select. Add additional authors by typing into the "Type the name of an author…" field. If they have a profile entry select it. If not, create an entry for your co-author. Change the order of the selected authors by clicking on the "order" icon at the left of the entry and use the drag tool to move the author up or down in order. Check the box to the right of the author names to indicate the presenter.
When you have finishing entering or editing the title information, click "Update" at the bottom of the page to save and exit.

SUBMIT ABSTRACT: <u>Due the Sunday prior to the annual meeting</u>. Follow the login procedure used to submit your title. If you are returning to the site to enter your abstract, click the edit icon (the pencil) to the right of the listed title to open the entry page for the title.
DO NOT reenter any title or author information into the text window. Abstract text can be entered directly into the text window or pasted from another program. Please use Arial font, size 12 if copying abstract from another program. Use SI units for the abstract. English units are acceptable for presentations. Enter information essential to convey methods and meaningful results. Provide information. Do not include statements such as "The results of the experiments will be presented" or "The significance of these results will be discussed." At first mention for each species (crop, pest, biocontrol agent,

etc.) include parenthetical complete scientific names with abbreviated authority and italicize the Latinate elements. For herbicides and other pesticides, use common names. Describe adjuvants by type rather than trade names (e.g. non-ionic surfactant, methylated seed oil, colorant, etc.) The proceedings are online only, but retain the established formatting of previously printed NEWSS Proceedings. Abstracts must not exceed one page (US Letter, 1-in margins). To ensure your abstract is one page, the character count (visible at the bottom of the 'Abstract Text' window on the submission page) should not exceed 3200. If you do not intend to publish your data elsewhere, you may include a table on a second page. Edits can be made until the Sunday before the meeting at 11:59 PM, Eastern Time.

When you have entered your abstract, click "Update" at the bottom of the page to save and exit.

SUBMIT SLIDES: For the traditional in-person Conference, slides are due the Sunday prior to the conference by 11:59 PM, Eastern Time. In the event of virtual elements of the annual meeting, specific instructions will be provided including submission deadlines, file format, and file size. The current file size limit is 200 MB. For conventional "PowerPoint" files (.ppt, .pptx), file size can typically be reduced if needed (!) by compressing image size. Using the "Insert" menu and features to place images in the file will provide smaller file sizes than copying and pasting images into slides. Submission deadline for judged student presentations is firm, and late submissions will result in point deductions, based on the current judging rubric for that section.

QUESTIONS: Please send an email to the Program Chair (NEWSS President-elect) and NEWSS Editor.

Revised October 30, 2020