

**Rowan University STEM Symposium  
Online Abstract Submission System**

**Help & Instructions Document**

**Ver. 1.2 -- last updated 29 February 2008**

**I. Overview of the STEM Submission process.**

This year we are continuing to work with the online submission system that was developed for the 2006 STEM Symposium. The 2006 submission system is a complete re-write of the earlier programs.

The Online Submission System can be accessed at:

**<http://www.rowan.edu/biology/STEM/apps/code/login.php>**

**Q. I am a student who wishes to submit an abstract to the STEM Symposium. What do I do?**

**A.** In order for an abstract to be submitted and accepted, students must log into the Online Abstract Submission System. (First time users will need to set up an account.) Upon logging in, students create and submit abstracts.

When a student presses the "Submit" button, a faculty sponsor named by the student will receive an automated email indicating that they must approve of the submitted abstract. All abstracts must have a faculty sponsor.

Students may also log into the Online Abstract Submission System to check on the status of their abstract(s).

Neither students nor faculty may edit an abstract after it has been approved by the faculty sponsor.

**Q. I am a faculty member who wishes to sponsor an abstract for the STEM Symposium. What do I do?**

**A.** In order for an abstract to be submitted and accepted, students must name a faculty "sponsor" at the time of the abstract submission. When a student presses the "Submit" button, the faculty sponsor named by the student will receive an automated email indicating that they must approve of the submitted abstract. Faculty sponsors who log into the Online Abstract Submission System may edit and approve abstracts submitted by their students. Alternatively, faculty sponsors may also decline acceptance ("return" the abstract), thereby restoring the student author's ability to edit and revise the abstract.

Once a faculty sponsor gives their final approval, the abstract submission process is completed. Abstracts can not be edited once the faculty sponsor gives their approval.

**Q. May faculty initiate the abstract submission process?**

A. No. Since the STEM Symposium is a student research symposium, only student users may create new abstracts. However, no abstract may complete the submission process without the approval of a faculty sponsor. Although the faculty sponsor may be a co-author on the abstract, it is not a requirement that sponsors be on the author list for the abstract.

**Q. I am a student who worked on a project with multiple faculty. How many faculty sponsors may I have?**

A. If you worked with multiple faculty in regards to a single abstract, you may list as many faculty sponsors as you feel are appropriate. Keep in mind that faculty co-authors on the abstract don't have to be faculty sponsors. However, each abstract must have at least one faculty sponsor.

You should also be aware that for your abstract to be approved, it must be approved by *each* of your faculty sponsors. Thus, if you have two faculty sponsors, you'll need two approvals (one from each sponsor). **In order to make the abstract submission and approval process as simple as possible, we strongly recommend that each abstract only have one faculty sponsor, and that additional faculty co-authors not be listed as sponsors.**

**Q. I am submitting an abstract for work that I did without the assistance of Rowan faculty. Do I still need a faculty sponsor?**

A. Yes. Abstracts require the approval of a faculty sponsor in order to complete the submission process. However, that faculty need not be an author on the abstract. If you did your project without the assistance of a Rowan faculty member, talk to the faculty of your Department to see who is willing to sponsor you. In these instances, the faculty sponsor will only be used to complete the abstract approval process and to serve as an additional point of contact in case we need to get in touch with you.

**Q. I am submitting more than one abstract. Do I need to have the same faculty sponsor for each of the submissions?**

A. No, you are free to list different faculty sponsors for each of your submissions.

**Q. What is the difference between “Faculty Sponsor” and “Faculty Author”?**

**A.** Every abstract submitted to the system must have at least one **Faculty Sponsor**. All Faculty Sponsors must be Rowan faculty. The role of the Faculty Sponsor is to serve as an additional point of contact regarding the abstract. During the submission process, the Faculty Sponsor should review the abstract to be sure that it is grammatically sound and that it represents work that had a substantial contribution from each of the individuals listed as authors.

Faculty Sponsors for STEM Symposium abstracts were instituted after several students attempted to submit an abstract in violation of a confidentiality agreement with the institution where they performed their research. Thus, Faculty sponsors should also verify that presentation of the work at the STEM Symposium will not violate confidentiality agreements.

**Faculty Authors** are just that: they are co-authors of the abstract who happen to be faculty members of Rowan University or of another institution. It is assumed that Faculty Authors will have contributed to the work described in the abstract in some sort of substantial way. The STEM Symposium recognizes that the definition of “substantial contribution” varies across the different STEM disciplines; thus, we recommend that whether or not a faculty member is listed as an author is a decision that should be made in accordance with standard practices in the field for that abstract. In cases where a dispute regarding authorship arises, the STEM Symposium Coordinators will not serve as an arbiter, and recommends that individual Department Chairpersons serve in this capacity as they are better informed regarding the standard practices of their Department and their discipline. An abstract does not require a Faculty Author in order to be accepted for the Symposium.

Although Faculty Sponsors are often also co-authors on abstracts, it is important to note that they are not required to be a co-author. Similarly, Faculty Authors are not required to serve as Faculty Sponsors. However, all STEM abstracts must have at least one Faculty Sponsor in order to complete the submission process.

An abstract’s status changes from SUBMITTED to APPROVED after all of that abstract’s faculty sponsors have approved the abstract. **In order to make the abstract submission and approval process as simple as possible, we strongly recommend that each abstract only have one faculty sponsor, and that additional faculty co-authors not be listed as sponsors.**

**Q. What do I do if I'm having problems with the submission process?**

**A.** This is a relatively new submission program, so we definitely anticipate that issues will arise! If anybody encounters problems during the submission process, please first consult this document. If that doesn't work, please send an email to [rowanstem@gmail.com](mailto:rowanstem@gmail.com). We need your feedback so that the submission system (and this instruction document!) can be improved.

**Q. I'm sending an email to the system administrators at [rowanstem@gmail.com](mailto:rowanstem@gmail.com). Who are these people?**

**A.** The administrators for the online submission system are the STEM Symposium Coordinator and the STEM Student Coordinators. The STEM Symposium Coordinator is currently Dr. Hecht (Dept Biological Sciences). The STEM Student Coordinators change every year, but usually they are four Biology students. All five of us have access to the [rowanstem@gmail.com](mailto:rowanstem@gmail.com) email account, and all five of us have administrative access to the submission system and database. Whenever possible, we also try to have technical support in case there are issues that go beyond our end user knowledge of the submission system.

## II. Student Instructions.

The Online Submission System can be accessed at:

**<http://www.rowan.edu/biology/STEM/apps/code/login.php>**

### Registering:

- 1) A single email address may only be used to set up a single account in the Submission System
- 2) Username: A specific name for the user, that is easily remembered, will be used for login purposes
- 3) Establish whether you are a Rowan affiliate or a Non-Rowan affiliate
- 4) Department: Department of Study
- 5) Following registration, an email will be sent to you containing your randomly assigned password.

**Help:** Be sure to navigate through the site using the website navigation toolbar, do not use the web browser's navigation toolbar ( <=Back and =>Forward)

**Common hang-up: I tried to register and the computer keeps bumping me back to the registration page! What's going on?** In addition to filling in the requested info, be sure that you have selected the radio button that indicates your classification as Rowan Student, etc.

### Post login:

#### How to change your password, name, or department:

- 1) Following login, you should see a page listing all of the abstracts you have in the system. Near the bottom of that page is a button marked "Edit Personal Information."
- 2) After clicking the button, you will be taken to a page that will allow you to edit the following items:
  - Your personal name (make sure that your name is spelled as you would like it to appear in the abstract booklet)
  - Password (must be at least six characters)
- 3) SAVE

Please note that you cannot edit your system username, email address, or institution. If you encounter a need to edit those particular items, please contact the system administrators at [rowanstem@gmail.com](mailto:rowanstem@gmail.com)

### **Add/Edit Abstract: Title**

- 1) Create a title for your abstract **with a maximum of 255 characters**
- 2) Use the dropbox to indicate your STEM category
- 3) SAVE
- 4) NEXT

**Help:** Need to use italics, sub- or superscripts, and/or special characters? You can use HTML tags in your title.

### **Add/Edit Abstract: Abstract Body**

- 1) Enter you abstract
- 2) SAVE
- 3) NEXT

**Help:** There is a 3000 character maximum, so if the full text does not fit in the box, please re-edit your Abstract.

**Help:** Need to use italics, sub- or superscripts, and/or special characters? You can use HTML tags in your abstract. If you have special characters such as those in the “Symbol” font, you should be able to cut and paste those directly into the dialog box. (Alternatively, you can use HTML coding to specify those characters as well.) HTML tags do **not** count towards the 3000 character limit.

### **Add/Edit Abstract: Add Authors**

- 1) Type First, Middle Initial, and Last name
- 2) Establish whether you are a Rowan affiliate or a Non-Rowan affiliate
- 3) Enter required information
- 4) Indicate the added author’s limitation
- 5) Choose "send invite" to join database
- 6) ADD AUTHOR
- 7) If another author is necessary, repeat steps 1-6
- 8) Please do NOT add Faculty Sponsors on this page.

**Help:** Faculty Sponsors should be added on the “Add/Delete Faculty Sponsors” page. On that page you will be able to choose whether each Faculty Sponsor should be included in the abstract’s author list when the abstract is published in the STEM booklet.

- 9) SAVE
- 10) NEXT

### **Add/Edit Abstract: Faculty Sponsors**

- 1) Type Faculty First, Middle Initial, and Last name
- 2) Email address of Rowan Faculty
- 3) If Faculty member is also an author, check Faculty is also an author
- 4) ADD AUTHOR
- 5) If another Faculty Sponsor is necessary, repeat steps 1-4
- 6) SAVE
- 7) NEXT

**Help:** What is the difference between Faculty Sponsors and Faculty Authors? See page 2 of this document.

### **Add/Edit Abstract: Special Requests**

- 1) Check any special request
- 2) If your request is not listed, please indicate your request in the adjacent box
- 3) SAVE
- 4) NEXT

**PLEASE READ:** Please note that the Online Submission System requires you to visit **this page**. In previous years, we have had a number of submitters make special requests after the submission deadline or, in some cases, on the day of the Symposium itself! Please remember that this is the page to make special requests of any type, and that this is the time to make them. **IMPORTANT:** We cannot guarantee scheduling requests, outlet requests, dataport requests, and other needs that are received after the submission deadline.

### **Add/Edit Abstract: Author Order**

- 1) Change order buttons allow you to order the authors as they will appear in the STEM Abstract Booklet
- 2) SAVE
- 3) NEXT

### **Add/Edit Abstract: Submission Status**

- 1) In order to submit you completed work, SUBMIT ABSTRACT
- 2) SAVE

**Help:** In order to be approved, your Faculty Sponsor must approve your submission. Your faculty Sponsor will have several options, abstract may be returned by your Faculty Sponsor (displaying as RETURNED STATUS).

**Common hang-up:** Before clicking the SUBMIT button, please be sure that all of your faculty sponsors have set up an account with the System. Sometimes errors will appear if you try to submit an abstract associated with faculty sponsors who are not in the database yet.

**Common hang-up:** My faculty sponsor tells me that s/he has approved my abstract, but my abstract still only shows its status as SUBMITTED rather than APPROVED.

**What's going on?**

The most common cause of this kind of situation is that the student submitter listed more than one faculty sponsor, and only one of the sponsors has approved the abstract. **All faculty sponsors must approve an abstract before it's status changes to APPROVED.**

**We strongly recommend that each abstract only have one faculty sponsor, and that additional faculty co-authors not be listed as sponsors.**

### III. Faculty Instructions.

The Online Submission System can be accessed at:

**<http://www.rowan.edu/biology/STEM/apps/code/login.php>**

#### **Registering:**

- 1) A single email address may only be used to set up a single account in the Submission System
- 2) Username: A specific name for the user, that is easily remembered, will be used for login purposes
- 3) Establish whether you are a Rowan affiliate or a Non-Rowan affiliate
- 4) Department: Department of Study
- 5) Following registration, an email will be sent to you containing your randomly assigned password.

**Help:** Be sure to navigate through the site using the website navigation toolbar, do not use the web browser's navigation toolbar ( <=Back and =>Forward)

**Common hang-up: I tried to register and the computer keeps bumping me back to the registration page! What's going on?** In addition to filling in the requested info, be sure that you have selected the radio button that indicates your classification as Rowan Student, etc.

#### **How to change your password, name, or department:**

- 1) Following login, you should see a page listing all of the abstracts you have in the system. Near the bottom of that page is a button marked "Edit Personal Information."
- 2) After clicking the button, you will be taken to a page that will allow you to edit the following items:
  - Your personal name (make sure that your name is spelled as you would like it to appear in the abstract booklet)
  - Password (must be at least six characters)
- 3) SAVE

Please note that you cannot edit your system username, email address, or institution. If you encounter a need to edit those particular items, please contact the system administrators at [rowanstem@gmail.com](mailto:rowanstem@gmail.com)

**Post login:**

- 1) You should be presented with a table listing out all of the abstracts that include you as faculty sponsor.
- 2) Abstracts that have completed the submission process AND been approved by the faculty sponsor will have a VIEW button at the righthand end of the row. Clicking this button will allow you to see the abstract but not make any changes.
- 3) Abstracts that have been submitted to you by the student but not yet approved by your will have both a VIEW and an EDIT button at the end of the table row. You can edit abstracts that have not yet received final approval. The EDIT button also allows you to approve or send back a submitted abstract.
- 4) Abstracts that list you as a sponsor but which have not been submitted by the student may also appear in the table. However, you cannot approve an abstract for which a student has not yet formally submitted (see “Add/Edit Abstract: Submission Status” in the Student Instructions above).
- 5) Faculty cannot create brand new abstracts as this function is reserved for students.

**Edit Abstract: Title**

- 1) Create a title for your abstract **with a maximum of 255 characters**
- 2) Use the dropdown to indicate your STEM category
- 3) SAVE
- 4) NEXT

**Help:** Need to use italics, sub- or superscripts, and/or special characters? You can use HTML tags in your title.

**Help:** If you have no changes to make in this window, you can either hit the NEXT button or go to the menu bar at the top of the page.

**Edit Abstract: Abstract Body**

- 1) Enter you abstract
- 2) SAVE
- 3) NEXT

**Help:** There is a 3000 character maximum, so if the full text does not fit in the box, please re-edit your Abstract.

**Help:** Need to use italics, sub- or superscripts, and/or special characters? You can use HTML tags in your abstract. If you have special characters such as those in the “Symbol” font, you should be able to cut and paste those directly into the dialog box. (Alternatively, you can use HTML coding to specify those characters as well.) HTML tags do **not** count towards the 3000 character limit.

**Help:** If you have no changes to make in this window, you can either hit the NEXT button or go to the menu bar at the top of the page.

**Edit Abstract: Add Authors**

- 1) Type First, Middle Initial, and Last name
- 2) Establish whether you are a Rowan affiliate or a Non-Rowan affiliate
- 3) Enter required information
- 4) Indicate the added author’s limitation

- 5) Choose "send invite" to join database
- 6) ADD AUTHOR
- 7) If another author is necessary, repeat steps 1-6
- 8) Please do NOT add Faculty Sponsors on this page.

**Help:** Faculty Sponsors should be added on the "Add/Delete Faculty Sponsors" page. On that page you will be able to choose whether each Faculty Sponsor should be included in the abstract's author list when the abstract is published in the STEM booklet.

- 9) SAVE
- 10) NEXT

**Help:** If you have no changes to make in this window, you can either hit the NEXT button or go to the menu bar at the top of the page.

### **Edit Abstract: Add/Delete Faculty Sponsors**

- 1) Type Faculty First, Middle Initial, and Last name
- 2) Email address of Rowan Faculty
- 3) If Faculty member is also an author, check Faculty is also an author
- 4) ADD AUTHOR
- 5) If another Faculty Sponsor is necessary, repeat steps 1-4
- 6) SAVE
- 7) NEXT

**Help:** If you have no changes to make in this window, you can either hit the NEXT button or go to the menu bar at the top of the page.

**Help: What is the difference between Faculty Sponsors and Faculty Authors?** See page 2 of this document.

### **Edit Abstract: Special Requests**

- 1) Check any special request
- 2) If your request is not listed, please indicate your request in the adjacent box
- 3) SAVE
- 4) NEXT

**Help:** If you have no changes to make in this window, you can either hit the NEXT button or go to the menu bar at the top of the page.

**IMPORTANT NOTE:** Please be aware that the Online Submission System required your student submitter to visit this page. It is highly recommended that faculty sponsors visit this page as well. In previous years, we have had a number of submitters make special requests after the submission deadline or, in some cases, on the day of the Symposium itself! Please remember that this is the page to make special requests of any type, and that this is the time to make them. We cannot guarantee scheduling requests, outlet requests, dataport requests, and other needs that are received after the abstract submission deadline.

**Edit Abstract: Author Order**

- 1) Change order buttons allow you to order the authors as they will appear in the STEM Abstract Booklet
- 2) SAVE
- 3) NEXT

**Add/Edit Abstract: Submission Status**

- 1) Abstracts may either be APPROVED or RETURNED to the submitting student.
- 2) If you use the APPROVE button, you will be giving final approval to the abstract. After approval, you and the students will only be able to view the abstract. You will not be able to edit the abstract any further.
- 3) If you use the RETURN button, then edit privileges will be restored to the student author(s) and they can continue to revise the abstract. In order for a RETURNED abstract to be included in the Symposium, the students will need to use the SUBMIT function again, and you will have to use the APPROVE button.

**Common hang-up: I approved my student's abstract, but the abstract still only shows its status as SUBMITTED rather than APPROVED. What's going on?**

The most common cause of this kind of situation is that the student submitter listed more than one faculty sponsor, and only one of the sponsors has approved the abstract.

**All faculty sponsors must approve an abstract before it's status changes to APPROVED. We strongly recommend that each abstract only have one faculty sponsor, and that additional faculty co-authors not be designated as sponsors.**