

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

**Help & Instructions Document**

**Ver. 1.3 -- last updated 11 March 2012**

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## **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 Online Submission System can be accessed at:

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

**There are a few new things for this year's Symposium, so even if you have submitted in previous years, please look over the "What's New for 2012" section of this document.**

### **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. 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. 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 to five Biology students. All of us have access to the rowanstem@gmail.com email account, and all 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. What's New for 2012!

**New Department designations:** Some Departments in the College of Liberal Arts & Sciences have changed their names since the 2011 Symposium. If you are a member of such a Department, or if you have moved to a new Department since last year, please remember to update your Department affiliation. Information on how to update this information is included in the Student Instructions and the Faculty Instructions sections of this document.

**New abstract categories:** We've made some changes to the abstract categories this year, including adding several new categories.

**Clusters:** At the time of this writing, we are considering themed clusters of presentations that feature interactive experiences. This year we are considering clusters for computer games and for mobile phone applications that Symposium visitors can actually "play test" during the Symposium.

If you believe that your presentation should be considered for inclusion in either of these clusters, please indicate this in the "Special Requests" field during abstract submission. For questions regarding clusters, or to propose a theme for a new cluster of interactive Symposium presentations, please contact Dr. Hecht ([hecht@rowan.edu](mailto:hecht@rowan.edu)).

**Awards:** This year's Symposium (2012) is the first time that there will be recognition awards. To be considered for an award, students must indicate this during the abstract submission process.

**Please note that the STEM Symposium Organizing Committee is not involved in the awards process.** Questions regarding award criteria, how to have your poster considered for an award, and the judging process should be directed to the **College of Engineering** and to the **College of Liberal Arts & Sciences**.

**STEM Alumni Reunion:** To celebrate the 15<sup>th</sup> year of the STEM Symposium, we will be holding our first ever STEM Alumni Reunion event. All alumni who have presented at the STEM Symposium or served as Student Coordinator for the event has been invited. One of the reasons alumni attend reunion events is to reconnect with not only former classmates but also former faculty. For this reason, we especially encourage STEM faculty to participate in the event. For more information, please visit:

<https://alumni.rowan.edu/default.aspx?Page=EVNTEventDetail&EventID=1131>

### III. 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)

**New for 2012: College of Liberal Arts & Sciences departments have been updated. Do you need to update your STEM account?**

**Add/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) **New for 2012:** Indicate whether you wish for your symposium presentation to be considered for a recognition award.

If you select “YES”, you will be contacted by either the College of Engineering STEM Awards Committee or the College of Liberal Arts & Sciences STEM Awards Committee regarding additional steps that you must complete.

**IMPORTANT: The only opportunity students have to indicate interest in participation in the awards process is at this step of the abstract submission process. Faculty sponsors, faculty authors, and the STEM Symposium Organizing Committee are not able to edit this aspect of your submission.**

**Please note that the STEM Symposium Organizing Committee is not involved in the awards process.** Questions regarding award criteria, how to have your poster considered for an award, and the judging process should be directed to the **College of Engineering** and to the **College of Liberal Arts & Sciences**. Please do not contact Dr. Hecht or the STEM Symposium email help address regarding STEM Symposium awards.

- 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 pp 3-4 of this document.

**Help:** You may encounter an "Error occurred in script..." message after you press the SAVE button on this page. It is safe to ignore that message.

### 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.**

**NEW FOR 2012:** This year we are considering clusters for computer games and for mobile phone applications that Symposium visitors can actually “play test” during the Symposium. If you believe that your presentation should be considered for inclusion in either of these clusters, please indicate this in the “Special Requests” field during abstract submission.

### 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.**

## IV. 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)

**New for 2012: College of Liberal Arts & Sciences departments have been updated. Do you need to update your STEM account?**

**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 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.

**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.

**Common hang-up: My student author forgot to indicate that they wish to have their STEM Symposium presentation considered for a recognition award. What do I do?**

The only opportunity students have to indicate interest in participation in the awards process is when they are on the “Add/Edit Title” screen during the abstract submission process. Faculty sponsors, faculty authors, and the STEM Symposium Organizing Committee are not able to edit this aspect of your submission. Your best workaround for this issue is to use the “Return” function on the “Submission Status” page. The student can edit their interest in the awards process and then re-submit their abstract to you.

**Please note that the STEM Symposium Organizing Committee is not involved in the awards process.** Questions regarding award criteria, how to have your poster considered for an award, and the judging process should be directed to the **College of Engineering** and to the **College of Liberal Arts & Sciences**. Please do not contact Dr. Hecht or the STEM Symposium email help address regarding STEM Symposium awards.

**Edit Abstract: Abstract Body**

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

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**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 pp 3-4 of this document.

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**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 submittor 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.

**NEW FOR 2012:** This year we are considering clusters for computer games and for mobile phone applications that Symposium visitors can actually “play test” during the Symposium. If you believe that your presentation should be considered for inclusion in either of these clusters, please indicate this in the “Special Requests” field during abstract submission.

**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.**