Rowan University Student Scholars Symposium (RUSSS) Abstract Submission System Guide

Student & Faculty Quick Guide

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Students & Faculty - Registering with the system

1. Navigate to https://stem.rowan.edu/abstractsubmission

2. Click on the “register” button located about halfway down the page.

3. Fill out all of the fields with accurate information.
   a. All fields except for Banner ID are required (Banner ID is optional and will be used as future reference for the Alumni Office).
   b. All persons are required to register with school email addresses.

4. After registering, you will receive an email with a confirmation link. You will need to confirm your registration by clicking this link.
Faculty – Abstract Management

As a Rowan faculty member, you have the potential to be assigned as a “sponsor” to an abstract. Your purpose is to make sure the abstract is not infringing any intellectual rights as well as making sure the abstract is written in a professional manner and that the content of the planned presentation is appropriate. To be designated as a sponsor, you should register in the system before your student creates the abstract in the system. When registering, please note that only email addresses ending with @rowan.edu are eligible to be assigned as faculty sponsors. If you are not a Rowan faculty member, but are registered with the system as faculty, you will not be able to be a sponsor of the abstract.

1. Navigate to https://stem.rowan.edu/abstractsubmission

2. Login with your previously created credentials.

3. You will be presented with a list of abstracts for which you are currently an author and/or a sponsor. If your name is in the sponsor column, you are the sponsor of this abstract. If your name is not on the sponsor field and you are seeing the abstract, this means you are an author of the abstract but not a sponsor.

4. You may click the view button to see details about any of the abstracts on your screen.

5. If you are the sponsor of an abstract that is marked as “submitted,” then you should review it. You have the option of either returning back to the student or approving the abstract.

6. We recommend carefully reviewing the details of the abstract and making necessary minor adjustments prior to approval.

7. To edit the abstract, you may use the buttons at the middle of the screen, “body”, “sponsor”, “authors”, “requirements”, or “submit” to navigate parts of the abstract.

8. If you feel as though the abstract still requires work, you may return it back to the student and wait for it to be submitted again.

9. If you feel as though the abstract is complete, you may approve it.

10. That’s it! You are done.
Students – Abstract Creation & Management

In this section, you will be creating an abstract, then assigning it a title, body, and category. Next, you will choose the faculty sponsor. Then, you will choose the authors that are a part of your abstract.

Anyone who is added as an author will be able to view/edit the abstract. Please note that faculty members are not be able to create an abstract – abstract creation must be initiated by a student.

1. Navigate to https://stem.rowan.edu/abstractsubmission

2. Login with your previously created credentials.

3. Once logged in, you will see a menu on the top right of the screen.

4. Hover over “Abstracts” and choose “Add an abstract”.

5. You will now be presented with a page with the following fields:

   a. Title: The title of your abstract.

   b. Body: The body of the abstract.

      i. The body of the abstract may not exceed 1500 characters.
      ii. The body may contain special characters
      iii. The body may contain HTML tags to specialize the text (examples given on the web page).

   c. Category: The category your abstract falls into.

      i. NOTE: This is NOT a reference to your major/department. It is instead a reference to the topical content of your abstract.

   d. Cluster: Clusters are optional and only pertain to presentations which do not lend themselves well to a poster format (performances or readings of student-created works, for example).

      i. If you believe that your abstract is pertinent to one of the listed clusters, go ahead and indicate this. If not, please leave the cluster selection blank.

6. We recommend filling out all of the fields before continuing. However, before continuing, you must at a minimum provide a title for your abstract (you can edit your abstract title at any point prior to submitting your abstract).

7. Click “save and continue”, which is found at the bottom of the page.
8. You will now be taken to the **Sponsor page**. The sponsor is the Rowan faculty member who will be advising your abstract, and checking for any potential reasons that make it unpresentable. If you know who your sponsor will be and they are already registered with the system, start to type their name in to the sponsor field. As you start typing, a dropdown list will appear. You **MUST** click the name of your sponsor to insert them into the field.

   i. **Sponsors are not required to be an author of your abstract, but in many cases they are.** If your sponsor is also an author, you may choose to designate them as an author by checking the given box. If you are unsure as to whether your sponsor should also be an author, consult your sponsor.

   ii. **You do not have to assign the sponsor immediately.** It is possible that they are not registered with the system. If this is the case, you will not be able to add them because they will not appear in the dropdown list. You may skip this step if you need more time to decide who your sponsor is, or if the faculty member still has not registered.

   iii. **You MUST have an assigned sponsor to submit your abstract.** Clicking the “Submit” button (see step #13 below) without a sponsor will result in an error message.

9. Read the notes at the bottom of the Sponsor page, and hit save and continue.

10. You will now be presented with the **Author page**. On this page, you may add all of the authors and assign them their respective privileges. **The authors that are being added must be registered with the system.** As you start to type a name, a dropdown list will appear. You **MUST** click the authors name in the dropdown list, then choose their permission level by clicking one of the radio buttons, then press add author. (Pressing the “continue” button without pressing the “add author” button first will leave the page without adding the author.)

11. When you are done adding all authors, you may press the “continue” button.

12. You will now be presented with the **Requirements page**. On this page, you will be asked to choose any extra requirements you need for your presentation as well as any special requests that you have. Note that special requests will need approval from the Symposium Coordinator. Specify your requests by checking the boxes next to them, then describe any other request that you have, if any. Press save and continue to move on.

13. You will now be taken to the **Submit page**. On this page, you will find a summary of your abstract information, the abstract’s current status, and the option to submit your abstract. In order to submit the abstract:

   i. The title, body, and category must be complete.

   ii. A sponsor must be assigned.
iii. If you have not chosen any requests, you must check the box confirming you have chosen all required requests.

iv. We recommend reading through the abstract status definitions before submitting.

14. You do not have to submit your abstract at this instant. You may go back to various screens to edit your abstract. You can also log out of the system and return at a later time to complete the submission step.

15. To edit the abstract, you may use the buttons at the middle of the screen, "body," "sponsor," "authors," "requirements," or "submit" to navigate to various screens for your abstract.

16. When you are ready to, you may submit the abstract. Submitting the abstract will send it to your sponsor, who will be able to view and edit the abstract.

i. When your abstract is on submitted status, none of the student authors (even if they have edit permissions) will be able to edit the abstract unless it is returned.

ii. If the sponsor believes that your abstract needs to be returned for further work, they may do so. Authors with editing permissions will be able to edit the abstract if its status is "returned". The sponsor also has the option to make changes as they see fit. We leave it up to the authors and sponsors to talk over any issues in the abstract that require attention.

iii. Once the sponsor approves your abstract, neither the sponsor nor the authors are able to edit it. You must contact the system administrator to make any changes at this stage.

17. Congratulations! If chaos has not occurred, you have just submitted your abstract, and your role is complete...for now.

i. Watch your email and the Rowan Announcer for announcements regarding session and space assignments, availability of page proof documents, etc.