Guidelines for Symposium Abstract Submission

Contents

General Abstract Submission Guidelines

- Each abstract should be no more than 750 words and should clearly and concisely summarize the content of the presentation, identify questions or issues addressed and outline the results or conclusions.
- All information should be presented in a clear and concise manner using the following headings where possible; Purpose, Method, Results, Discussion, Practical Application/ Clinical relevance.
- All subheadings should be in bold.
- Graphics (i.e., graphs, tables, images, etc.) must be cited in the abstract text. The abstracts themselves must be in text, not table format. All figures should be cited in the text of the abstract.
- Arial 10 point font should be used for the abstract text. Formatting is preserved (italics, bold, superscripting, subscripting, underlining) and symbol characters (ie ± , μ, ß) may be used.
- Abstracts must be free of typographical and grammatical errors.
- Standard abbreviations may be used for common terms only. Otherwise, any abbreviation should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- The WSCG Congress uses APA (American Psychological Association) formatting.
- You will be asked to provide a short biography (up to 150 words) with your submission
- Submit as a Microsoft Word document or Adobe .pdf.

Before you submit an abstract, please review and ensure that you have followed each of the stated guidelines

SymposiumAbstract Submission Guidelines

1. Select Major Section:

- The Golfer
- Equipment & Technology
- The Golf Course

2. Select the Most Appropriate Review Category:
- Biomechanics
- Exercise Physiology, Fitness, and Golf
- Interdisciplinary
- Leisure and Recreation
- Measurement
- Golf Instruction/Pedagogy and Coaching
- Golf Psychology
- Sociocultural Aspects of Golf
- Golf and Special Populations
- Golf Management/Administration
- Turfgrass Science
- Conservation and Golf
- Equipment Design Considerations

- Golf Technology
- Other *(Add your own Category)*

3. Title

Capitalize the first letter of each word in the title except for prepositions of less than four letters and articles that do not begin the title (i.e., do NOT capitalize a, an, the, in, out, by, of, for; DO capitalize With, Among, About). Titles may not exceed 15 words.

4. Brief Description:

Symposia authors should provide a short (100-word maximum) paragraph to provide a general introduction of the topic and individual presentations. This description is intended to give a general overview of the purpose, content, and importance of the session.

5. Lead Author:

You will need to indicate which author will take primary responsibility for presenting at the conference. Provide name, mailing address, telephone number and email address of the person who will take the primary role to organize the symposium.

6. Discussant:

If you intend to have a discussant (i.e., researcher or practitioner/professional) to comment on the presentations contained in your symposium, please provide his/her name, mailing address, telephone number and email address. Discussants do not need to provide an abstract.

7. Symposium Abstracts

A. Title of Abstract

Capitalize the first letter of each word in the title except for prepositions of less than four letters and articles that do not begin the title (i.e., do NOT capitalize a, an, the, in, out, by, of, for; DO capitalize With, Among, About). Titles may not exceed 15 words.

B. Authors of Abstract

Provide name(s), mailing address(es), telephone number(s), and email address(es) for each author for each specific abstract. Please indicate the "presenting" author for each abstract.

C. Abstract

Each abstract must be 750 words or less. Please be careful to check spelling and ensure the abstract is as clean as possible before submission. Abstracts should contain the following sections: (a) Purpose – briefly outline the background for your research and guiding research questions, (b) Method – describe participants/objects/events, measures, and procedures, (d) Analysis/Results – present any statistical or

analytical methods and your findings, and (e) Conclusions – place your findings in context and indicate their potential impact on the field.

ALL PRESENTATIONS ARE REQUIRED TO USE THE
WSCG 2016 WORKSHOP PRESENTATION TEMPLATE.

Instructions Symposium Template

The 2016 World Scientific Congress of Golf VII Abstract Template for Symposium submissions has been created to assist submitting a properly formatted Abstract. The formatting includes correct margins, correct font size, correct spacing, and, proper subheadings as defined in the APA (American Psychological Association) Style Guide. The template has been created for Microsoft Word 2007 and formatted for you using Content Controls and Placeholder Text.

A Note from the Review Board!

- *The Abstract is limited to 750 words.*
- *The best way to submit your paper to get accepted is to have great research and use APA format.*
- *Use this Template.*
- *Following **ALL** of the directions for this template while editing your work will give you the best opportunity to present in the WSCG 2016.*

How to install the template on your computer:
1. Download the template.
2. Save it to a location you will remember
3. Copy the template to C:\Users*user name*\AppData\Roaming\Microsoft\Templates
4. Click on the round Office button and choose **New**
5. Choose **My Templates**
6. Choose the **WSCG template**

Content Controls

Content controls have been created for the following areas: Abstract Title, Authors & Affiliations, Purpose, Method, Analysis/Results, and Conclusions.

There are 2 types of Content Controls in the Abstract Template:
1. Section Titles(Figure 1 Section Titles)
    o Section Titles contain the titles for each required section and cannot be modified.

Figure 1 Section Titles

2. **Section Content** (Figure 2 Section Content)
   o **Section Content** contain **Placeholder Text** (Figure 3 Placeholder Text) surrounded by square brackets [ ] which is highlighted by a blue box when it is clicked on or the mouse rolls over.
   o **Placeholder Text** contains instructions for that particular section and is formatted according to the guidelines.
   o **Placeholder Text** disappears when you enter or copy your information.
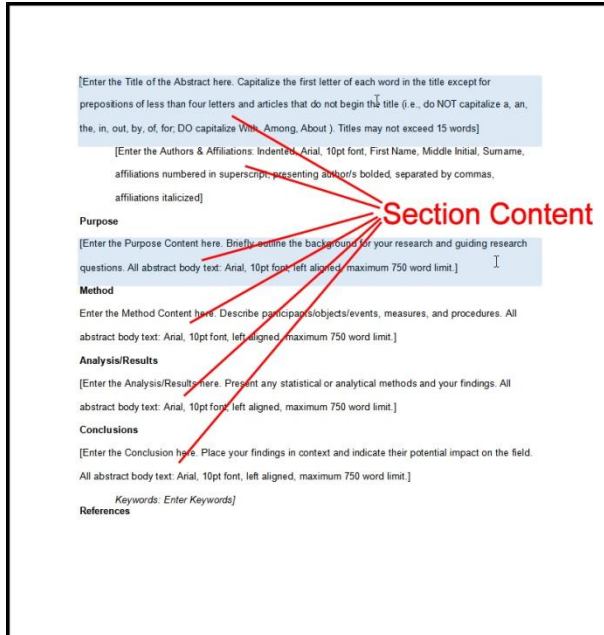
Figure 2 Section Content
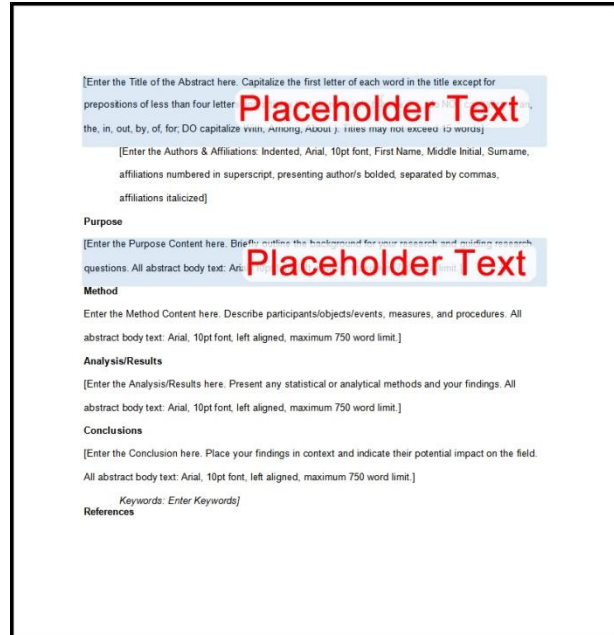
Figure 3 Placeholder Text

Adding Your Content

All formatting should be removed from the original text before adding it to the Abstract Template.

1. To add your content directly to the Abstract Template :

   - Click on the Placeholder Text location in the Abstract Template.
   - Type your content directly. The Placeholder Text will disappear and be replaced with your content and will be formatted.

2. To add formatted content:

   - Paste your text into Notepad
   - Choose Edit -> Select All (This will highlight all text)
   - Choose Edit -> Copy
   - Click on the Placeholder Text location in the Abstract Template
   - Click on the Paste button in the Clipboard group. The Placeholder Text will disappear and be replaced with your content and will be formatted.

Adding References

The References section does not contain any Placeholder Text. You will need to add this information. References can be added to your abstract can be added a few different ways:

1. Using Microsoft Word:
   - Click on the **References**
   - Click on the drop down arrow next to **Style** and choose **APA**
   - Click on the **Insert Citation** in the **Citations and Bibliography** group
   - Use the following link as a guide to adding references in MS Word:

   - Use the following link as a guide to adding references in MS Word:
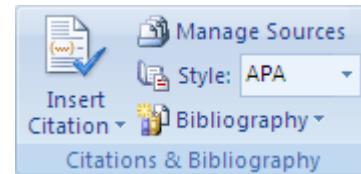   https://support.office.com/en-us/article/Create-a-bibliography-3403c027-96c8-40d3-a386-bfd5c413ddbb

2. Sites that have information on American Psychological Association Formatting

   - http://www.apastyle.org/
   - https://owl.english.purdue.edu/owl/resource/560/02/

3. Applications you can purchase:

   - http://www.eazypaper.com/index.cfm
   - http://www.styleease.com/APAFormat.html
   - https://www.perrla.com/APADetails.aspx

4. Free online sources:

   - http://www.bibme.org/
   - http://www.citationmachine.net/
   - http://www.citefast.com/
   - http://www.citationcreation.com/
   - https://www.citethisforme.com/
   - http://www.easybib.com/
   - http://www.workscited4u.com/

Word Count

Keep an eye on the word count in your document. The abstract must be 750 words or less. There are 2 ways to determine the word count:

- Using the Review tab
  - Click on the **Review** tab

- o Click on **Word Count**
- o A box appears with your statistics for your document
- Using the Status Bar:
  - o Right click on the status bar at the bottom of the page
  - o Click **Word Count** to display the word count at the bottom left corner of your document.

Once you have created your SymposiumAbstract submission, save it as a word document (not template) or a pdf in a place you will remember.

Instructions for the Symposium Online Form

The form for the Symposium Abstract will display 9 screens. There are several screens; General Information, Adding a Discussant, Submitting an Abstract, Adding Author Information for each abstract. When adding the Authors each screen contains a progress bar to let you know where you are in the process of adding the authors form. Required fields are noted with an asterisk (*).
You can move forward through the form by clicking on the 'Next' button. You can always click the 'Previous' button to go back to preceding pages.

Filling out this form is easy. You choose the Major Section, Review Category, and add the Symposium Title and a Brief Description and choose to include a Discussant for this Symposium. You will be uploading each Abstract and then add the author(s) information for each Abstract. Please be sure to indicate the Lead Author and the Presenting Author for each Abstract.

General Information

Page 1 contains fields for general information:
1. Select Major Section
2. Select the Most Appropriate Review Category
3. Symposium Title
4. Brief Description
5. Option to Add Discussant for Symposium.

Symposium Submission Form

Choose your Major Section, Review Category, Symposium Title, a Brief Description. Please indicate if you are adding a Discussant for this Symposium.

Select Major Section *

○ The Golfer

○ Equipment & Technology

○ The Golf Course

Select the Most Appropriate Review Category *

○ Biomechanics

○ Exercise Physiology, Fitness, and Golf

○ Interdisciplinary

○ Leisure and Recreation

○ Measurement

○ Golf Instruction/Pedagogy and Coaching

○ Golf Psychology

○ Sociocultural Aspects of Golf

○ Golf and Special Populations

○ Golf Management/Administration

○ Turfgrass Science

○ Conservation and Golf

○ Equipment Design Considerations

○ Golf Technology

○
> Other

Symposium Title *

Enter the title for the abstract. Capitalize the first letter of each word in the title except for prepositions of less than four letters and articles that do not begin the title (i.e., do NOT capitalize a, an, the, in, out, by, of, for; DO capitalize With, Among, About). Titles may not exceed 15 words.

[   ]

Brief Description *

Symposia authors should provide a short (100-word maximum) paragraph to provide a general introduction of the topic and individual presentations. This description is intended to give a general overview of the purpose, content, and importance of the session.

[   ]

Would you like to add a Discussant for this Symposium? *

○ Yes   ● No

[NEXT]

Figure 4 Symposium Start

Discussant Information

Page 2 contains the Discussant Information if you chose to add a Discussant.

Symposium Submission Form

Enter the Discussant for the Symposium Information here: Please enter the First Name, Last Name, Address, Phone Number, Email for this Discussant. Abstracts are not needed for a Discussant

Name *

None ▼

Prefix

First   Last

Address *

Street Address

City   State / Province / Region

United States ▼

Country

ZIP / Postal Code

Phone *

Email *

Enter Email   Confirm Email

PREVIOUS   NEXT

Enter the Discussant Information here. Discussants do not need an Abstract
1. Name
   - Prefix - Select a Prefix from the dropdown menu or select 'None'.
   - First Name
   - Last Name
2. Address

- Street Address
- City
- State/Province/Region
- Zip/Postal Code
- Country *(The default country is United States)*

3. Phone – Phone numbers can be Canada/United States or International format
4. Email- Please enter a valid email address

Click the 'Next' button to add the first Abstract for this Symposium

Add Symposium Abstract

Page 3 allows you to add the Abstract Title and upload the Abstract file. This file should be based on the Symposium Abstract Template and can be either a '.pdf' or '.doc', or '.docx' format.
 The Abstract Title is filled in with a default title of 'Title of Abstract'. Click in the box to add your own title.

Symposium Upload Abstract

Enter the Abstract information

Please enter the Abstract Title, upload the Abstract File. You can add authors on the following screens. You will be able to add up to to 6 authors.

Abstract Title *
Enter the title for the abstract. Capitalize the first letter of each word in the title except for prepositions of less than four letters and articles that do not begin the title (i.e., do NOT capitalize a, an, the, in, out, by, of, for; DO capitalize With, Among, About). Titles may not exceed 15 words.

Title of Abstract

Abstract File *
Upload the Abstract by clicking on the **Choose File** button. Select your file from your computer.Accepted formats are Adobe Acrobat ".pdf" and Microsoft Word ".dox, .docx"

Choose File   No file chosen

Upload the Author information for this Abstract by clicking the Next button.

NEXT

Figure 6 Add Symposium Abstract

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Abstract Author Information

Pages 4 through 8 contain fields for Author Information. Notice that the title of the Abstract is at the top of the page. You can add up to 6 Authors. Pages 4 through 7 contain the following sections:

Symposium Abstract Authors

Symposium:
Abstract:

Step 1 of 7 – Basic Entry

Enter the Author Information here:

Please enter the First Name, Last Name, Address, Phone Number, Email for this Author. You can add additional authors on the following screens. You will be able to add up to to 6 authors by checking 'Yes' on the " Add author #2?" checkbox at the bottom of this page.

Name *

| None ▼ |

Prefix

| | | | |

First   Last

Address *

| |

Street Address

| | | |

City   State / Province / Region

| | | United States ▼ |

ZIP / Postal Code   Country

Phone *

| |

Email *

| | | |

Enter Email   Confirm Email

Is this the Lead Author? *

○ Yes   ◉ No

Is this the Presenting Author? *

○ Yes   ◉ No

Add author #2 ? *

◉ Yes   ○ No

[NEXT]

Figure 7 Adding Authors

1. Name
   - Prefix
   - First Name
   - Last Name
2. Address
   - Street Address
   - City
   - State/Province/Region
   - Zip/Postal Code
   - Country *(The default country is United States)*
3. Phone – Phone numbers can be Canada/United States or International format
4. Email- Please enter a valid email address
5. Lead Author – Check yes if this is the Lead Author, the default is 'No'.
6. Presenting Author – Check yes if this is the Presenting Author, the default is 'No'.
7. Add another Author –Check yes to add another Author. The default is 'No'.

Click the 'Next' button. If you are adding another Author you will be taken to another screen to enter the next Author's information. If you checked 'No' to add another Author you will be taken to the final screen to upload the abstract for this Symposium.

The sixth author has an extra question before you can proceed.

All 6 authors have been added. You will be able to choose to add another abstract for this symposium and add any comments on the next page. First we need to make sure you are human.

Are you human? *

◉ Yes I am human.

Figure 8 After 6th Author

Symposium Final Page

The final page for this Abstract in this Symposium contains the following sections:

- Additional Information for the Review Committee
- A radio button to add additional abstracts for this Symposium.
- A question to verify that it is a human entering this information

Symposium Abstract Authors

Symposium:
Abstract:

Step 7 of 7

`85%`

Please enter any additional information for the Review Committee. Content is limited to 100 words.

Max. 100 words

If your Symposium has another Abstract click yes to add another Abstract and the Authors here, otherwise you have finished.

Add another Abstract to this Symposium? *

○ Yes

● No

We want to make sure you are human! *

☐ Yes I am Human

PREVIOUS   SUBMIT

Errors

If you neglect to fill out a required field the form will display the error section or sections with the display background in red. You cannot move forward until the problem has been fixed.
The top of the page will say '**There was a problem with your submission. Errors have been highlighted below.**'

Here is an example of a field button not checked.

Another type of error is if you try to upload the wrong type of file.

To correct this problem first click on the X in the red circle to remove the incorrect file type. Then upload the correct file.