



## Instructions for Uploading Abstract

**NOTE: This is NOT the same as uploading a draft for a presentation/poster. Please refer back to Resources for Authors and select “Web Portal Instructions – Uploading Draft Presentation/Poster”**

### Step 1:

Go to  
<https://sites.csc.unc.edu/hchs/>  
and log in with username and password.

### Step 2:

Scroll over Publications Hub and then click Submit Abstract.

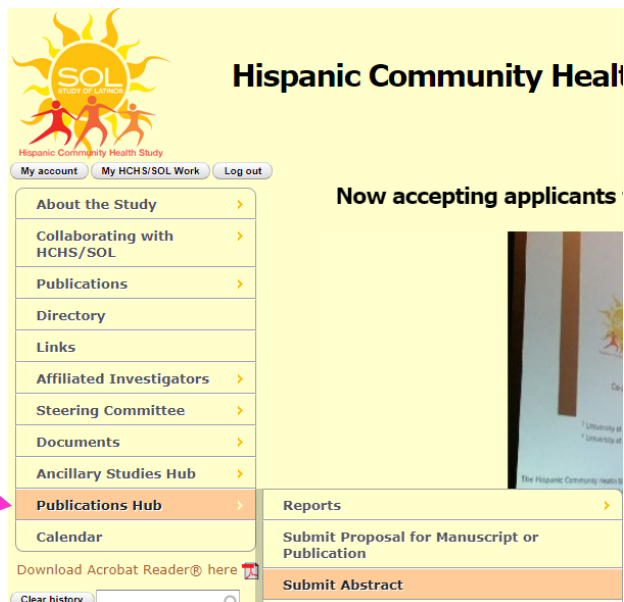
### Step 4:

Read instructions then proceed to fill in the information for your Abstract.

Include working title.

Select the manuscript that this abstract corresponds to from the drop down menu. You must have an approved manuscript with an MS number assigned to submit an abstract.

Please proceed to fill in the rest of the fields.



### Create Abstract / Presentation Proposal

#### Navigating this page:

To return to the full Main Menu, click on the Study logo on top left.

#### Submit an Abstract / Presentation Proposal for Approval.

IF ABSTRACT/PRESENTATION IS RELATED TO AN APPROVED MANUSCRIPT, NUMBER IS REQUIRED TO BE LISTED.  
E.g. #1 The Hispanic Community Health Study / Study of Latinos: Design and Objectives

This entire form must be completed fully. No incomplete forms will be reviewed. Asterisk fields indicate required. Some fields have an “autocomplete” function indicated by a circle on the right of the text field. E.g. [text field] [circle]. Enter and appear. Choose the correct person by using the pointer to highlight the name within the list and clicking. For fields that use the Rich Text Editor, please select the [icon] (Paste From Word) option when using Copy and Paste.

#### Full Title \*

Manuscript Number followed by Full Title - e.g., <MS#> <Your Title> or #1 The Hispanic Community Health Study / Study of Latinos

#### Abbreviated Title

Manuscript number followed by Brief Title, omitting study name.

#### Related Manuscript \*

Select the manuscript that this abstract/presentation is derived from.

- Select a value -

**NOTE:** This entire form must be completed fully. No incomplete forms will be reviewed. A complete form does NOT mean filling out just the asterisk(\*) fields. Completing the form entails filling out each field and attaching required documents with very small exceptions.

### Step 5:

Scroll down and click submit.

You will receive and acknowledgement email. And review process will commence. A decision email will be sent typically 3-5 days.

**Submit** **Preview**