How to submit your new HTML-based ISMRM syllabus contribution

The following are step by step instructions to complete your syllabus submission through the new HTML system.

Submission steps (with notes on changes):

1. **Authors**
   - Second authors can be added, but will only appear on your syllabus contribution

2. **Abstract**
   - Submission can be done in sections or as one copy and paste
   - **Formulas/Equations need to be added using MathJax**

3. **Figures**
   - Each syllabus can have up to 5 figures. Figure captions should be limited to 50 words.
   - Figures should be no larger than 2MB in size.
   - Tables should be added as Figures

4. **Abstract Details**
   - Requesting Permission to Record
   - We are requesting 100 word synopses this year. This will appear on the program at a glance

5. **Disclosure**

6. **Proofread**

7. **Submit (Manage)**

We have been advised that users should NOT have multiple tabs open at the same time.

1. **Authors**
   This should be populated with your information, first name, last name, e-mail, etc. If you see an error you can edit your name using the edit button. If you want to add a second author you can select “Add New Author” and fill out the needed information. See Example below in figure.
2. Abstract

The best way to prepare your syllabus for submission is to write and organize your text in any common text editor (e.g. Microsoft Word, iWorks or even vi) without any special formatting. Each section can be entered individually and separated by a section header. Syllabus contributions are limited to a minimum of 500 words and a maximum of 1000.

In this window, you start with the title of your course/syllabus at the top. If you see an error in the title or would like to change it please contact the Education Department (Melissa.simcox@ismrm.org or Gerardo@ismrm.org).
Below this, the abstract is broken into separate sections. Each one is given a number just so that we can keep track of it, but you can give each section a title of your choosing. This could be “introduction” or “methods” or whatever you choose. We have already included sections for “References” and “Acknowledgments”. In the final document, all of these section titles will appear in a different font compared to the body of the text. Below the section title, there is a simple text box where the body text is entered. Again, it is best to copy and paste the text from your editor directly. Any other formatting that you copied in from your
previous document will be stripped. However, in this section, you can also add bold, italic and other formatting to your text.

Please hit “Save All” often to ensure that you don’t lose your work.

Once you are done with your first section, you can add more sections by clicking the “Add Section” button. This will give you another box to enter the section title and the body text for the next section. Continue this process until you are done entering all of the text. Once you’re done, hit “Save and continue with my abstract.”

Please note that there will be a separate place to enter your synopsis, so please don’t dedicate a section to the synopsis here.

Equations

We have found that individual Greek characters come across when copied from Microsoft Word. However, since the abstract will be rendered in HTML, equations are a separate issue. These will be entered using MathJax. For those who are unfamiliar with MathJax or those used to working in e.g. MathType, there are several equation toolboxes on the web. We suggest using HostMath. To use tools such as this, you can use the buttons on the left to enter the mathematical symbols you need. You can constantly see an update of what your equation will look like on the right. Once you are satisfied with the equation, copy all of the text in the upper window to your document so that you can access it during the submission process.
In the upper right part of the text entry box, you can also see two different options for entering equations into the text. The first option is for an offset equation which is an equation that will be displayed on a line by itself. The second option is for an inline equation that will appear in the body of the text. There are two buttons to insert the flags for these two options. The “Insert Equation Tag” inserts a “$$” symbol, while the “Insert Inline Equation Tag” inserts a “$$$.  

Please note that you need to have these tags on both ends of your equation or it won’t show up correctly.
As you can see in the figure above, the format should be $a+b=c$ for offset equations or $$$a+b=c$$$ for inline equations. Thus the way you get your MathJax equation into this document is to paste the text you copied from HostMath in between these symbols. For example, $$\frac{-b\pm\sqrt{b^2-4ac}}{2a}.$$
3. Figures

Once you are done entering the text, you have the option of adding figures. These are done on the next screen. Start by hitting “Add New”. This gives you a separate gray area where you can select a file to upload and enter the figure caption. Hit the “Select” button at the top. This will bring up a window where you can point to the file on your local machine. These files can be in many formats including jpeg, gif, etc. Once the file is uploaded, you can enter the caption. Once you are done with the caption, hit “save” in the gray area to accept the file and caption. You should see a small preview appear in the gray area. **You can upload up to 5 figures for each syllabus. Figure captions are limited to 50 words each. There is a maximum file size of 2MB for each figure. Please upload tables as figures.**

The system does not automatically number the figure and table captions. Please add something like “Figure 1:” or “Table 1:” when you type in the caption.
If you have an image or figure, there is an additional button “Make this my primary file.” This is for a feature that we would like to implement this year. We are considering a “visual program book” that would highlight the best images from each abstract in a session. So to make this work, please choose the figure that is the image that you would like to visually represent your abstract as a whole. We need to have this checked by at least one figure in your abstract.

4. Abstract Detail
New this year, we are requesting a 100 word synopsis of your talk. This will appear on the online program, so a brief overview of your talk will do well.

On this page you will also give your permission to record.

5-7. Disclosure-Submit
After this point the remaining portion of the submission is the same as previous years. You can fill out the disclosure information of any relevant financial relationships you have.

Proofreading allows you to see your neatly formatted responsive HTML document like the example below, and submitting your work is the final step.
If you have trouble with any part of this process please email or contact us at the office. Thank you for your contribution and hard work to the meeting. We look forward to seeing you in Paris!

All the best,
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