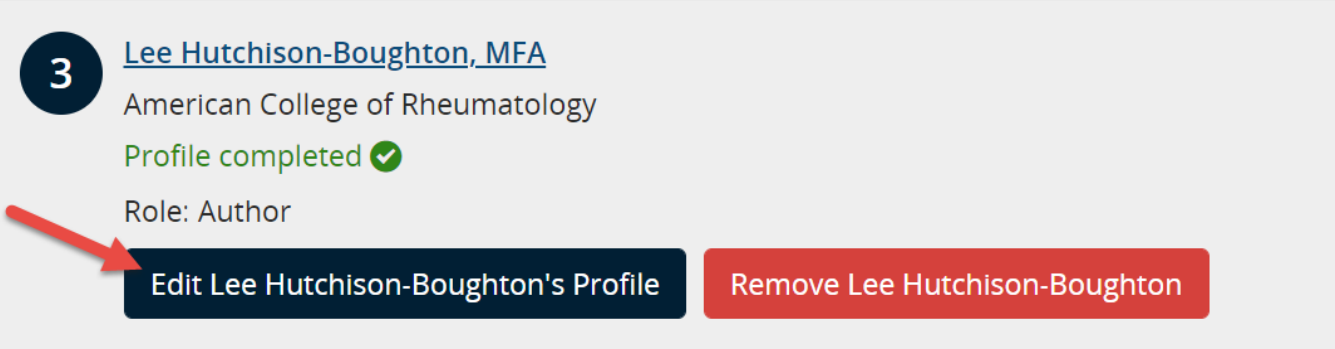
Entering Institution Information

Author names and institutions will be displayed in the following format on completed abstracts:

> Lauren Davis[1], Max Boughton[2] and Lee Hutchison-Boughton[3], [1]American College of Rheumatology, Atlanta, GA, [2]University of Alabama at Birmingham, Birmingham, AL, [3]American College of Rheumatology, Pelham, AL

To make sure that your authors' institution information appears correctly, click on the "Edit Profile" button under their name after you have added them to the author list:



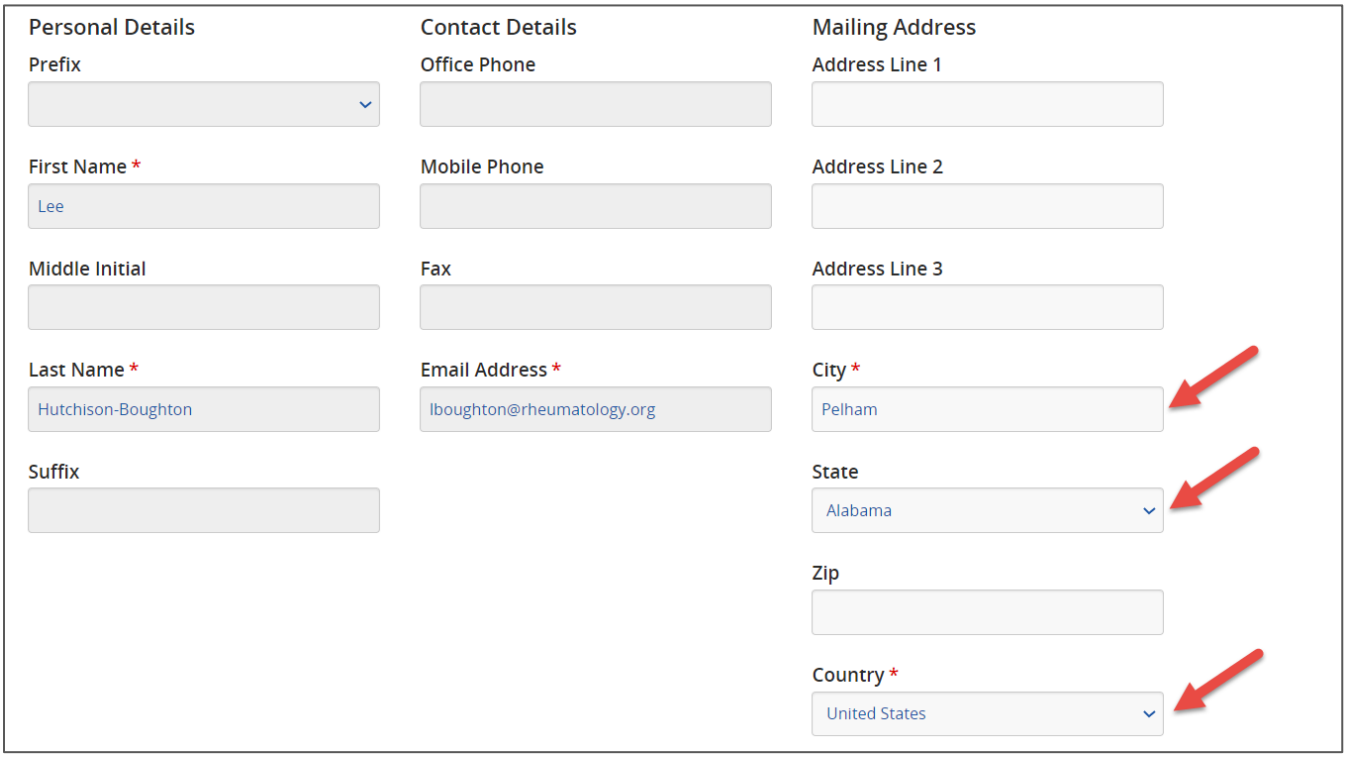
- The institution information will be taken from the location information under the "Mailing Address" column and the institution entered in the **Institution/Company/Organization** field under the "Professional Information" column lower on the page (see end of document for screenshots.)
- DO NOT enter location information in the **Institution/Company/Organization** field. This will cause duplicate information to be listed in the final author block.

  Example with location information entered in institution field:
  Lauren Davis and Lee Hutchison-Boughton, American College of Rheumatology, Atlanta, GA, Atlanta, GA
- Check to make sure that the City/State/Country are accurate for the author's *institution*, rather than their residential address. This can be a particular issue with institutions located in large urban centers, with faculty likely to live in smaller outlying communities.
- Institutions will not be listed as a single institution in the author block unless the **Institution/Company/Organization**, **City**, **State** (if applicable), and **Country** fields ALL MATCH.

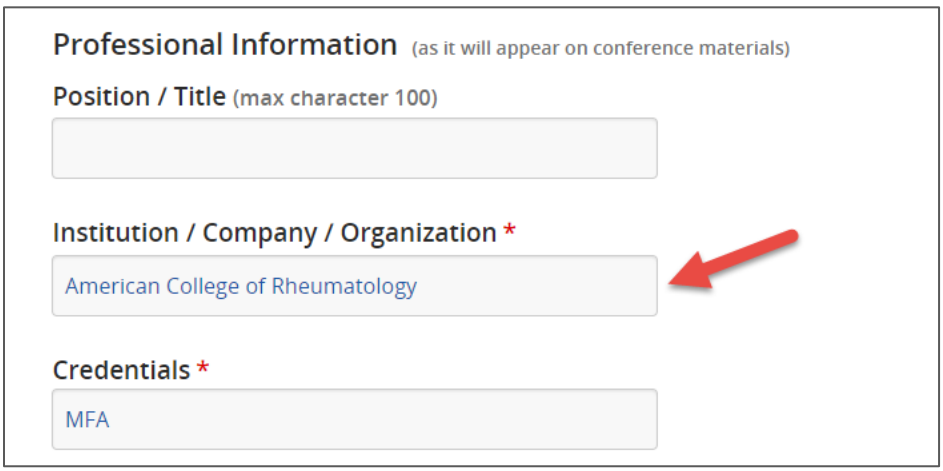
  Example with mismatched cities and states:
  Lauren Davis[1] and Lee Hutchison-Boughton[2], [1]American College of Rheumatology, Atlanta, GA, [2]American College of Rheumatology, Pelham, AL

  Example with matched cities and states:
  Lauren Davis and Lee Hutchison-Boughton, American College of Rheumatology, Atlanta, GA

See next page for screenshots of relevant Profile fields.



1 Profile field in Mailing Address column.



*2 **Institution/Company/Organization** field in Professional Information section (found lower down on profile page.)*