How to Submit an Abstract for INACSL26

1. Go to the INACSL Abstract Submission Platform.

Welcome to the abstract submission platform for INACSL26 being held in Oklahoma City, OK, USA, June 10 - 13, 2026.

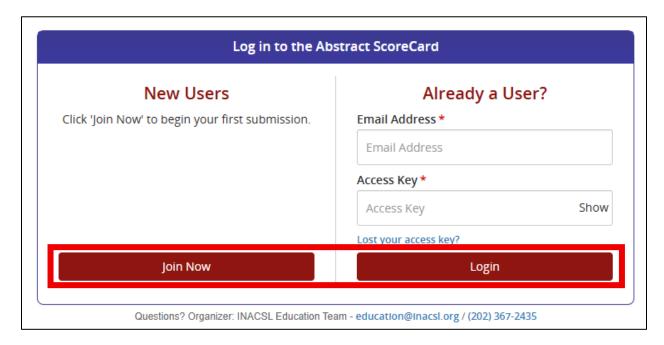
The online abstract submission deadline is 11:59 pm (ET) on October 17, 2025. Information submitted for

The online abstract submission deadline is 11:59 pm (ET) on October 17, 2025. Information submitted for each abstract will be saved in the system until completed. You do not need to complete your submission at one time. However, failure to complete the required documentation by the due date will result in your abstract being rejected. Please note that no works in progress will be accepted.

An overview of requirements and tips is below to help you through the submission process. To learn more about how to write and abstract, click here. There is a maximum of 250 words per abstracts.

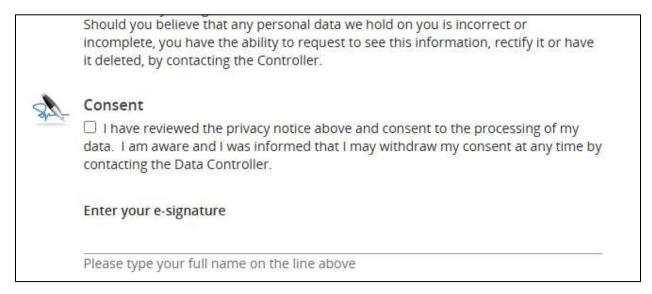
2. Login and/or click "Join Now" to access the Abstract Submission Platform.

*Important: If you submitted an abstract last year for INACSL25 in Denver, CO, you should be able to login with the same access information. If you forgot your password, click "Lost your access key?"

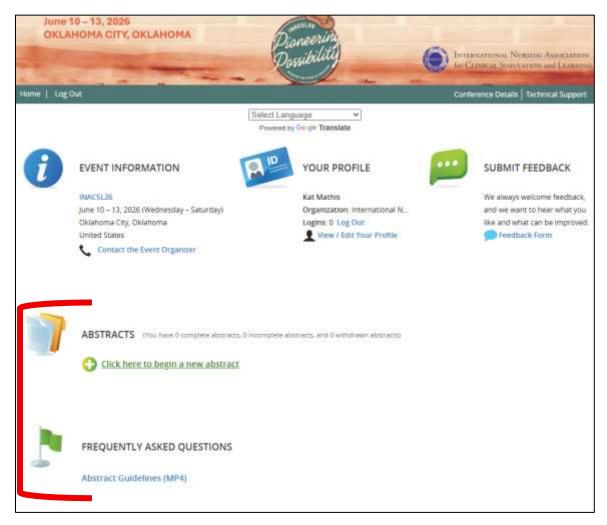


3. Complete your "Account Profile." Provide the information requested and then press the "Create Account" button. You will be the contact person for all information that you submit using this account.

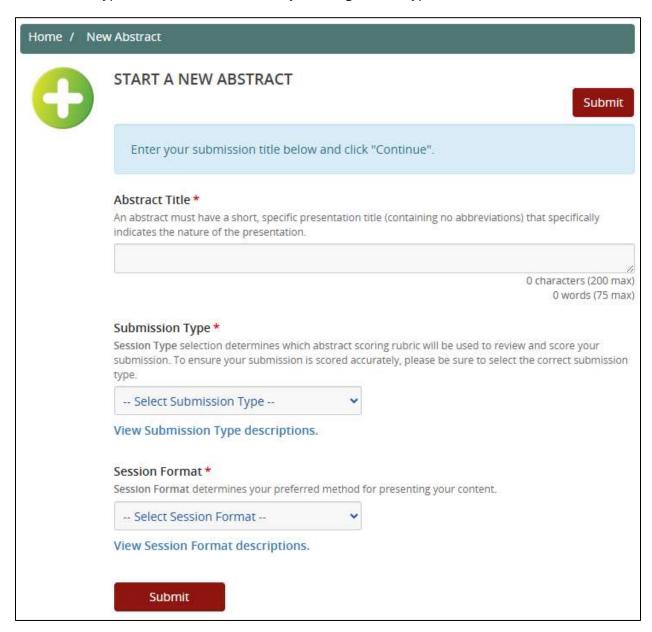
4. Review and Complete the Privacy Notice form:



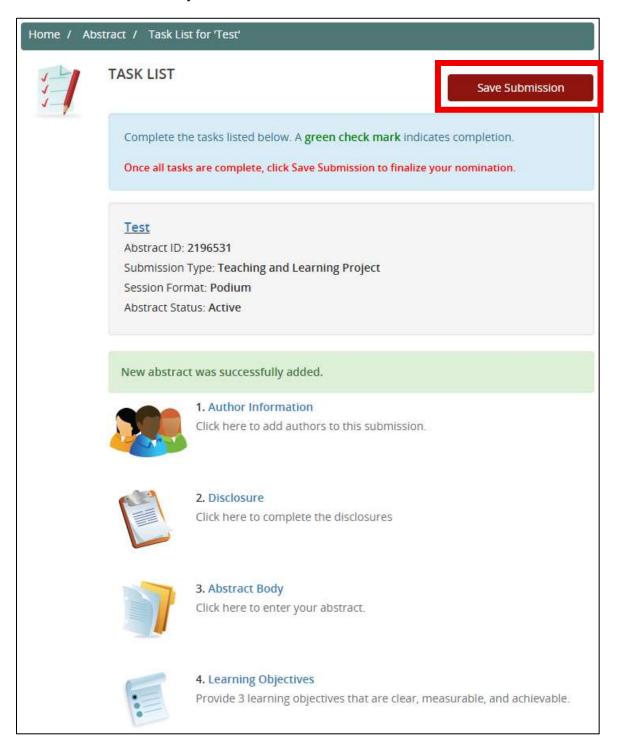
5. You are now on the main landing page of the Abstract submission platform. This is where you will begin an abstract submission. You can view an "Abstract Guidelines" video under the Frequently Asked Questions section as well.



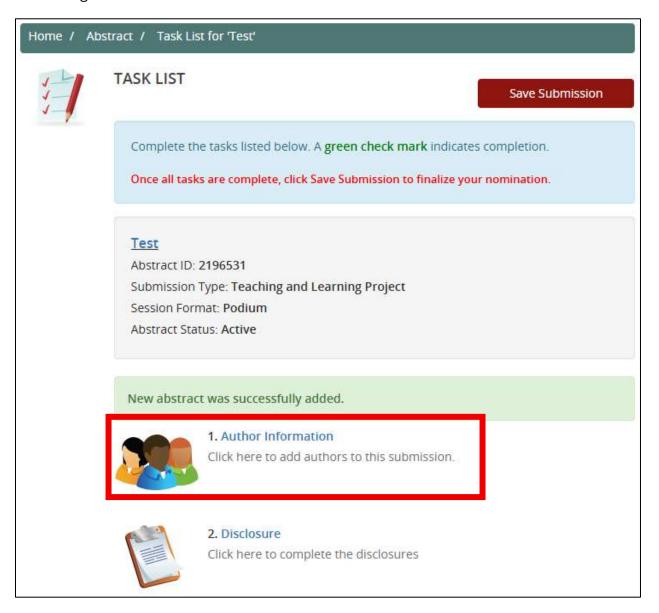
6. Click the green "+" to begin a new abstract submission. On this page, you will be prompted to provide an Abstract Title, the submission type and your preferred session format for the Presentation. Then, click "Submit." You can learn more about the different submission types and session formats by clicking on the hyperlinks below each section.



7. Next, you will be taken to the abstract's Task List. To complete/submit the abstract, you must complete all the tasks listed on this page. A green check mark next to a task indicates completion. Please note: you do not need to complete your abstract submission in one sitting; simply click "Save Submission" in the top right corner of the page and you can return to the task list any time.



8. Begin with the first task – Author Information



9. You will automatically be added as the Lead Author for the presentation. If there will be other speaker(s) presenting this session with you, you will add them on this page. Up to six co-authors may be identified by the lead author.

10. In order to complete the "Author Information" portion of the submission, you must add all co-authors by typing their first name, last name, email, and role under "Add New Author"



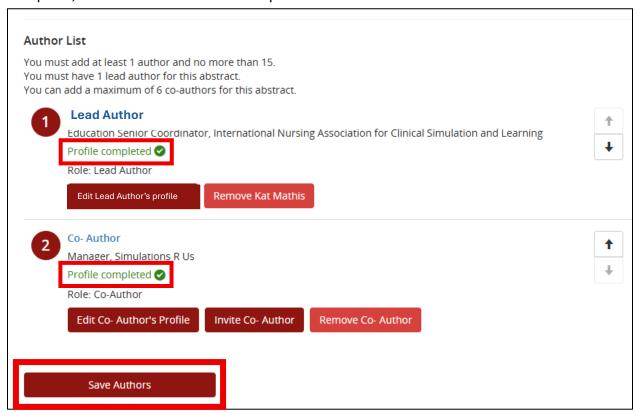
11. Next, you must complete all co-authors' profiles. To complete an author's profile, click "Edit [co-author's name]'s Profile".



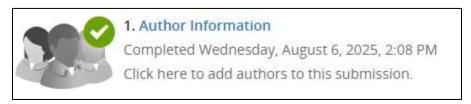
12. You will be prompted to provide their Personal Details (Name and pronouns), Contact Details, Mailing Address and Professional Organization. Then, click "Continue."



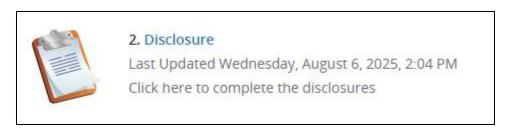
13. A green check mark indicates a complete profile. Once all Co-Author profiles are complete, click **'Save Authors'** to complete the task.



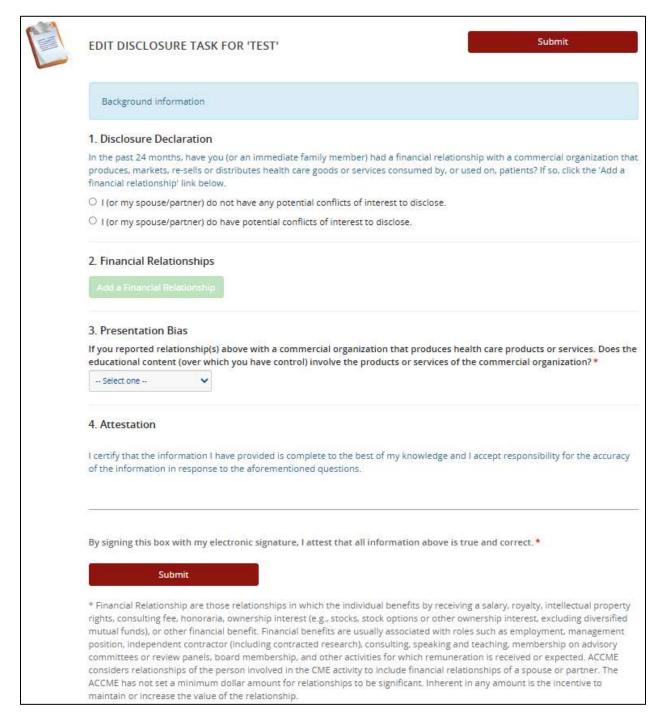
14. You will be taken back to the Abstract Task List. Note that now, the "Author Information" Task is listed as 'Completed'



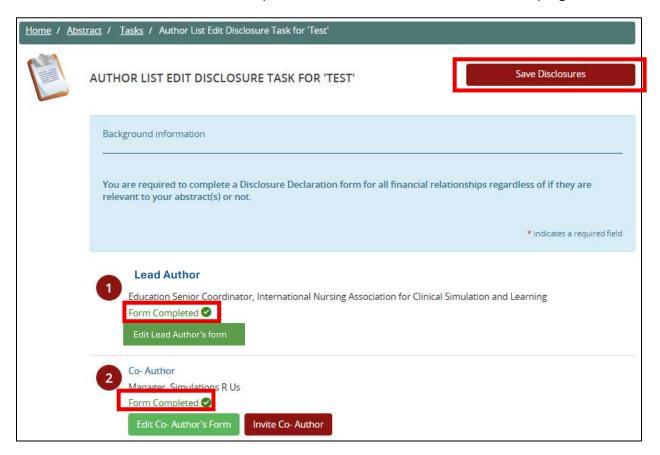
15. Click the next task - Disclosure



16. A Disclosure Declaration is needed for all Authors. You must complete the form for yourself (the Lead Author) and all Co-Authors. Click the green "edit" button to view the Disclosure Declaration. You are required to complete a Disclosure Declaration form for all financial relationships regardless of if they are relevant to your abstract(s) or not. Review and then complete the form for all authors



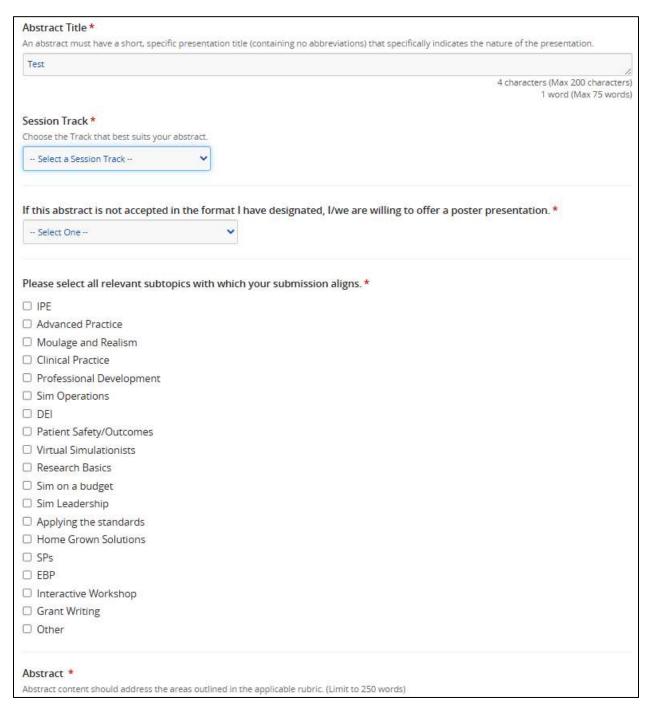
17. Once all disclosures are complete, click "Save Disclosures" in the top right corner:



18. Now, complete the next task – Abstract Body



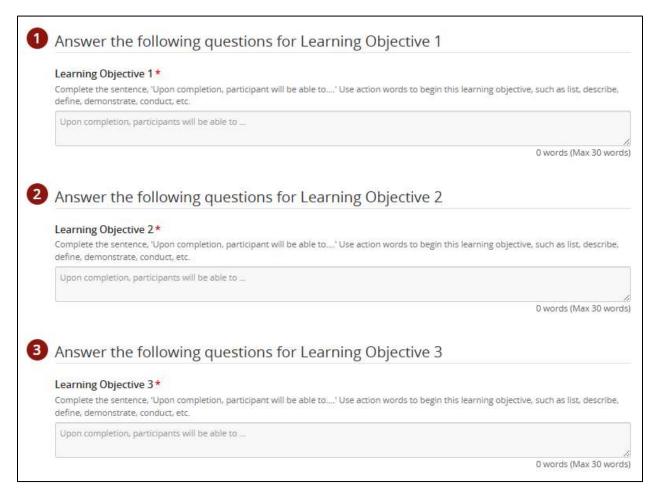
19. Enter your abstract information in the required fields. You will be prompted to confirm the Abstract Title, select the Session Track, enter the Abstract information, and provide a short summary of your presentation that highlights why an attendee would want to participate in your session.



20. Once you have completed the Abstract Body task, you will now complete the next task – **Learning Objectives**



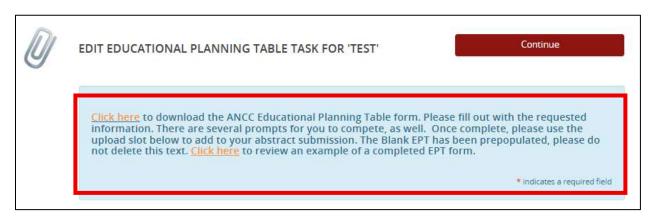
21. Using the fields provided, share at least 3 learning objectives that are clear, measurable, and achievable.

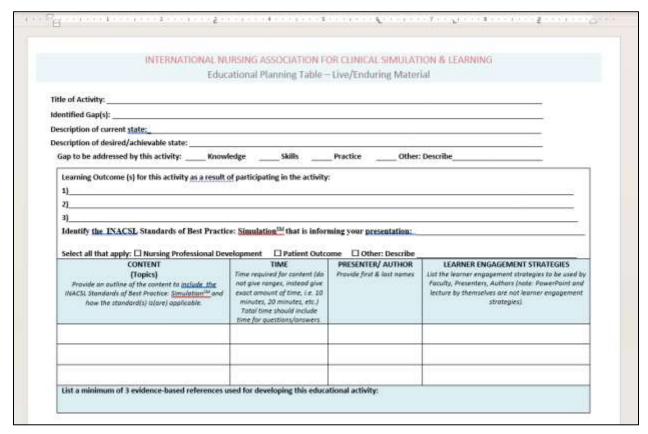


22. Complete the next task – the Educational Planning Table



- **23.** You will be prompted to download the ANCC Educational Planning Table (EPT) form template. Fill the form out with the requested information. The Blank EPT has been prepopulated, please do not delete this text. There are several prompts for you to compete, as well.
- Example of completed EPT form for all presentation formats except Poster
- Example of completed EPT form for poster

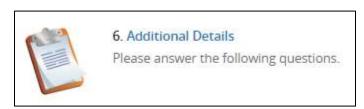




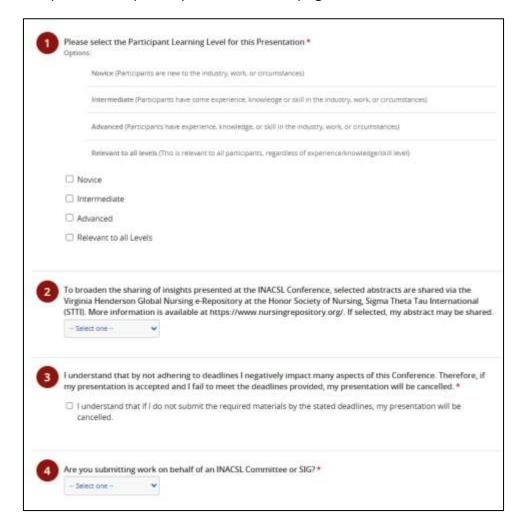
24. Once you complete the form, save it and upload the completed EPT in the upload section. Once uploaded, click "Continue"



25. Complete the next task - Additional Details



26. Complete the required questions on this page:



27. Now, complete the final task – INACSL Statement of Work



28. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Allowing one's name to appear as an author without having contributed significantly to the study or adding the name of an individual who has not contributed or who has not agreed to the work in its current form is considered a breach of appropriate authorship. Check the boxes to acknowledge the statements in the form:

1	Authors make substantial contributions to conception and design, and/or acquisition of data, and/or analysis and interpretation of data. *
2	Authors participate in drafting the scholarly work or revising it critically for important intellectual content. *
3	Authors give final approval of the version to be submitted and any revised version. *
4	Authors agree to be accountable for all aspects of the work. *
5	Authors understand that no works in progress will be accepted. *

29. Once all tasks are completed, click "Save Submission"



1. Author Information

Completed Wednesday, August 6, 2025, 2:08 PM Click here to add authors to this submission.



2. Disclosure

Completed Wednesday, August 6, 2025, 2:13 PM Click here to complete the disclosures



3. Abstract Body

Completed Wednesday, August 6, 2025, 2:15 PM Click here to enter your abstract.



4. Learning Objectives

Completed Wednesday, August 6, 2025, 2:34 PM
Provide 3 learning objectives that are clear, measurable, and achievable.



5. Educational Planning Table

Completed Wednesday, August 6, 2025, 2:37 PM Click here to upload your planning table.



6. Additional Details

Completed Wednesday, August 6, 2025, 2:38 PM Please answer the following questions.

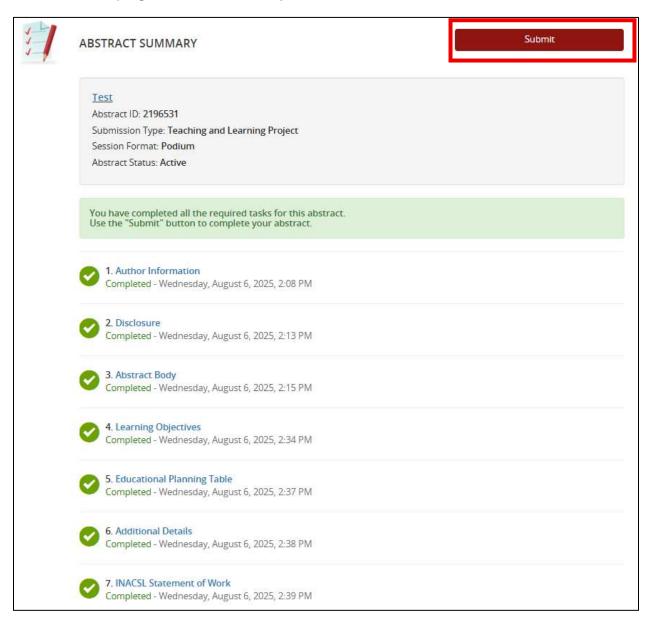


7. INACSL Statement of Work

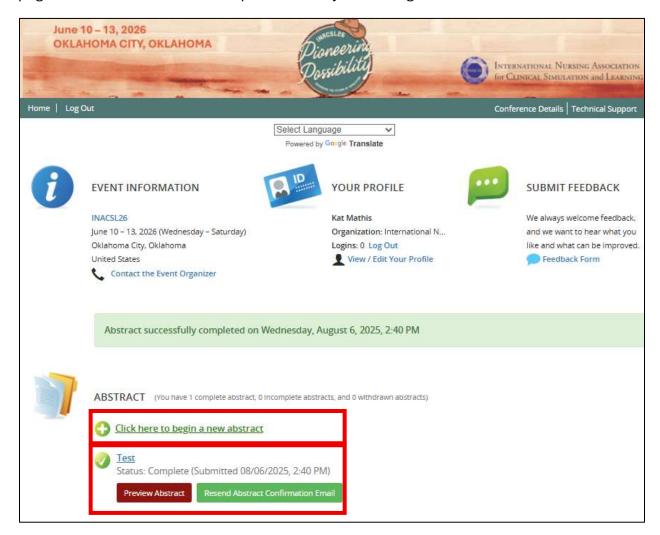
Completed Wednesday, August 6, 2025, 2:39 PM INACSL Statement of Work Acknowledgement

Save Submission

30. You have completed all the required tasks for the abstract! Click the "**Submit**" button in the top right corner to submit your abstract.



31. Your abstract has been submitted! You can review your submission on the home page of the abstract submission platform—or you can begin a new abstract!



32. The online abstract submission deadline is **11:59 pm (ET) on October 17, 2025.** Failure to complete all required tasks within the abstract application by the due date will result in your abstract being rejected. Please note that no works in progress will be accepted.