

# Helpful Abstract Submission Guidelines

All submission abstracts should be up to 250 words exclusive of the title, and author and co-author information. It should not include references. It is recommended that submitters structure abstracts according to the following format, incorporating the indicated headings and information:

## 1) Paper Submissions

Paper submissions are individual paper abstracts submitted for review. If accepted, the individual paper will be added to a panel. Each panel is generally made up of four papers. Each paper will have 15 minutes for presentation and 10 minutes for the discussant. This will total 70 minutes and leave 20 minutes for set up and general discussion. A chair will be assigned to each panel to introduce speakers, regulate order and timing of the talks, facilitate the question and answer sessions, and formally close the session. It is our aim that all panels will also have discussants. You will be asked to indicate your willingness to serve as Chair or Discussant when you submit your abstract.

- 1) Paper Title:
- 2) Author (name, institutional affiliation, email; indicate if presenting author):
- 3) All Co-Authors (name, institutional affiliation, email; indicate the presenting author, if applicable):
- 4) Purpose: State the primary objective of the paper, the major hypothesis tested and/or the research question posed.
- 5) Background: Give a concise summary of information which places the paper in a scholarly context.
- 6) Methods (for empirical papers): Describe the design of the study and methods of data collection and analysis. Indicate a timeline for data collection and analysis if it has not occurred.
- 7) Methods (for papers focused on review, theory, or practical/policy applications): If relevant, provide details of the methods used to develop key arguments and/or theoretical positions. Conceptual paper do not require a discussion of methods, however.
- 8) Results and/or arguments: Describe the main findings or key arguments in the paper, including a brief description of numerical and/or textual data where appropriate.
- 9) Conclusions: State the conclusions of the paper—including theoretical, methodological, or applied/policy implications as appropriate—and any key limitations, where appropriate.
- 10) Keywords: A list of up to five key words or short phrases that encapsulate the paper's main concepts and/or contributions.

## 2) Panel submissions

A panel submission is a set of papers linked by a common theme. A panel should have an Organizer, who coordinates the panel submission and acts as the contact person for the conference organizers, and a Chair, who will run the panel at the conference. All panel submissions are encouraged to have named Discussant. The same person can fulfill any of these roles. A panel will usually last 90 minutes. Panel Submissions must include all of the following information (see directions for all abstract submissions).

- 1) Panel Title
- 2) Panel Organizer (name, affiliation, contact information)
- 3) Panel Chair (name, affiliation, contact information; can be same as Organizer and/or Discussant)
- 4) Why These Papers Belong Together: This must be up to 250 words and provide a summary of, and rationale for, the panel. It must describe the panel's theme and objectives, and the relevance of the individual contributions to the panel.
- 5) Paper 1: authors (names, affiliations, contact information; mark the presenting author), paper title, paper abstract
- 6) Paper 2: authors (names, affiliations, contact information; mark the presenting author), paper title, paper abstract
- 7) Paper 3: authors (names, affiliations, contact information; mark the presenting author), paper title, paper abstract
- 8) Paper 4: authors (names, affiliations, contact information; mark the presenting author), paper title, paper abstract
- 9) Panel Discussant (name, affiliation, contact information; can be same as Organizer and/or Chair)

Institutional diversity: It is recommended that a panel include at least two papers where the presenting authors come from an institution (or institutions) that are different than the institution of the other presenting authors.

### **3) Review procedure**

Reviewers will assess each submission on a number of criteria: its contribution to knowledge; the extent to which it informs the practical application of knowledge, where appropriate; the extent to which it provides new insight into the issues it addresses; its methodological and/or theoretical thoroughness; its originality; its clarity; and its potential interest to the conference audience.

Please note:

- Submissions will be considered solely on the information you provide.
- If a submission does not provide all the required elements set out in these guidelines, the Conference Program Co-Chairs reserve the right to reject it.

In the case of panel submissions, the review procedure will assess the panel as a whole, as well as the merit and importance of all individual contributions. After review, the Program Committee may decide to accept individual papers from a panel proposal, including for reasons related to the total number of submissions and space restrictions.

From time to time reviewers may feel that a particular submission lends itself to a different format than the one proposed; in these cases, the Conference Program Co-Chairs will invite authors to consider an alternative format.

The decision of the Conference Program Co-Chairs is final. Those organizing the conference will make every effort to accommodate any timetable constraints indicated at the time of submission, but they cannot guarantee this. Organizers will not contact individual presenters in a panel submission directly; they will conduct all correspondence through the panel Organizers, who is responsible for keeping presenters informed.

## **4) Timing**

Each panel, whether a group of papers put together by the conference organizers or a group of papers submitted as a full panel, should consist of four papers. Each paper's presenting author will have 15 minutes to present their material, and there will be 10 minutes for the discussant. This allows for 20 minutes for setting up and general discussion.

PLEASE BE SURE TO ALLOW TIME TO SET UP AT THE START OF YOUR SESSION IF YOUR LAPTOP IS BEING USED AND ARRIVE EARLY.

## **5) Audio visual requirements**

A data projector, screen, microphone, and podium will be available in all rooms. If you are likely to require additional equipment, please indicate this when making your submission. Each panel is responsible to coordinate amongst themselves whose laptop to use during the presentation, unless it is noted in conference communications that a laptop will be provided in all rooms.

## **6) The use of non-sexist language**

Submissions should avoid sexist language. The following suggestions are made about ways to steer clear of sexist language:

- I. Avoid using sex-specific forms generically. For example, use plurals they/their rather than he/she or his/her.
- II. Delete pronouns – e.g., the participant completed his/her task becomes the participant completed the task.
- III. Avoid specifying the sex of the referent unless it is relevant – e.g., use counsellor, client or participant.
- IV. Avoid making sex-stereotyped assumptions about people, their abilities, attitudes and relationships.