

How to write an abstract for AssoComPol Conferences

1. Call For Abstract

Study the Call For Paper (CFP) carefully to see if your work fits: make sure that whatever you are planning to submit to the conference fits within the specifics of the CFP.

Read the CFP accurately for identifying key information. In particular, find the word limit for your abstract and take note of the abstract submission deadline: you have to respect these key requirements.

Finally check how to submit your abstract. This may be by e-mailing the abstract to the conference organisers or a central e-mail address, or via an on-line system.

2. Abstract proposal's Must Haves

An abstract proposal consists of a title, author list, the abstract text and 3 keywords.

Note that the literature references should not be included.

3. Abstract title: be short, be informative!

A good abstract title is short, specific, representative and informative. The title should summarize your abstract without going into excessive details. Describe the topic clearly, including, for example, the country and issue of the research.

A good title helps the reviewers categorize your abstract, and if accepted, it may help conference delegates find your session.

4. Author list: do not forget your co-authors!

There is no limit to the number of co-authors per abstract, although we recommend the use of a Study Group Name for abstracts with a high number of co-authors.

A person can be listed as a co-author if he/she meets all the following criteria:

1. made substantial contributions to concept and design, acquisition of data, or analysis and interpretation of data;
2. drafted the abstract or revised it for intellectual content,
3. approved the final version to be submitted.

5. Abstract Text: Tips and tricks

You have few lines to convince the conference organisers that your work is interesting, that it makes a fresh contribution to scholarship, and that your argument stands up. In order to fulfil this objective, organise your abstract in the following section:

1. What the problem is and why people should care: Introduce the context of your study, including the particular issue or question your study responds to. Use this section to set up the context of your study and demonstrate that your question or issue is interesting and worth answering.

2. How do you assess the problem: Indicate the purpose and objective of your research, and eventually the hypotheses that you have tested.
3. Which method do you follow: Outline your project, explain the theoretical or practical techniques you employed, describe the data you used (e.g. study population, study period, data collection process) and the methods of analysis followed in order to answer the questions you have outlined in the previous section. If your paper is an argument, remember to establish the steps you go through to get to the final point.
4. What are your results: present as clearly and in as much detail as possible the findings / outcome of your study. Please summarize any specific results.
5. How does your work affect the discipline (and why people should listen to you): explain the significance of your findings / outcomes, discuss briefly the future implications of the results. In this section you need to convince the reader that your research is significant and that you deserve the time to present it.

Pay attention to include all this information by respecting the **word limits!** Ignoring the word limit makes it look as if you don't have any respect for the conference organisers and the guidelines they've set, and that's not a good impression to make. At the same time, use all the words allowed! Do not write an abstract much shorter than what you can: it won't stand up well against other abstracts that are using all the words at their disposal to make a convincing argument.

6. Ongoing research? Submit or not submit, that is the question

Abstracts are intended to present scientific studies, research, programs, policies, etc. highlighting both the methods or description and results or recommendations. If you are describing a study that is still in the planning stage, it would not be suitable for an abstract submission, unless the method that you will use is, for instance, of particular scientific interest. However, if your study is currently ongoing and you only have preliminary data, but it seems relevant or significant, please submit the abstract.

7. Last but not least: the selection procedure

All submitted abstracts will go through a blind peer-review process carried out by an international review committee. Each abstract will be reviewed by at least two reviewers. The Scientific Committee makes the final selection of abstracts to be included in the conference program.

Sources:

<http://www.aids2016.org/About/Overview/FAQs>

<https://ecpr.eu/Events/Content.aspx?ID=278&EventID=96>

<https://findsandfeatures.wordpress.com/2011/12/04/how-to-write-an-abstract-for-a-conference-paper/>

<https://lizgloyn.wordpress.com/2011/06/06/how-to-write-a-conference-abstract/>