

## Checklist for Preparing your Final Abstract

Use the following 9-point checklist to help you prepare your abstract. We strongly recommend that you ensure your abstract satisfies these points.

1. Does the abstract succinctly describe the work to be discussed in your conference presentation?
2. Does your abstract engage the reader by telling him/her what the conference presentation is about and why they should be interested?
3. Have you checked that your abstract is well written in terms of language, grammar, etc.? The abstract you submit will be used as presented, poorly formatted and written abstracts with spelling and grammatical errors will not be included.
4. Does your abstract provide a succinct summary in one or two sentences on each of the following elements:
  - Objectives or purposes of the paper.
  - Perspective or theoretical/conceptual framework
  - Methods, techniques, or modes of inquiry
  - Results and/or substantiated conclusions or warrants for arguments/point of view
  - Scientific or scholarly significance of the study or work
  - Relevance of the study to the theme (or sub themes of the conference).
5. Does your abstract pay particular attention to the results or findings as this is the most important part of your paper/presentation. The findings/results of your study/work will be of particular interest to the readers/audience so make sure this is succinctly captured in your abstract.
6. Does the abstract capture the significance/value of your study/findings?
7. Does the abstract take into consideration reviewer feedback of your proposal?
8. Does your abstract conform to the word limit of minimum 150 to maximum 250 words?
9. Have you provided up to 5 keywords or phrases that closely reflect the content of your paper?

**\* Authors who do not follow these guidelines are likely to have their abstracts excluded from the conference program**