

General Presentation/Workshop **Formatting & Submission Guidelines**

Strip from the submission the author's name(s), affiliations, and any other information that identify the authors. This allows your abstract to be blind reviewed. Furthermore, if you use Microsoft Word, take off your identifying information from the file properties by clicking: File → Properties and deleting all identifying information.

The abstract is a comprehensive summary (400-500 words, normally 1 single-space page) of your presentation. It should provide enough information to give the reader a clear idea of the topics the presentation covers.

Your abstract must include the following subheadings:

- 1) Topic(s) covered
- 2) Objectives and scope
- 3) Practical implications
- 4) Originality/Value & Contribution

See below for an example of what the subheadings should include:

Purpose or problem being investigated

State the topic or topics covered in your presentation.

Objectives

State the objectives and the scope of the presentation.

Practical implications

State the implications for practice and/or applications.

Originality/Value & Contribution

State what is new in your abstract. State the value (and to whom) of the presentation.

Submissions are accepted only in RTF and Word.doc format via the website

<http://sscel.maconstate.edu/openconf/openconf.php>

Each author may submit up to two abstracts as the only attending author.

For accepted abstracts to appear on the program and in conference proceedings, *at least one author must pay the registration fee by March 20, 2009.*

All abstracts are to be written in English. If you have questions on English grammar, please consult a source such as <http://grammar.ccc.commnet.edu/grammar/>

Abstracts are to follow the APA style for formatting of any references. If works are cited within the abstract, the work must be included in the References list at the end of the abstract, and all works in the References list must be cited in the abstract.

The submission system will assign an ID number to your abstract and you will create a password. You need to remember these as you will need them to upload revisions of your abstract.