


# ABSTRACT AND SYMPOSIUM SUBMISSION INSTRUCTIONS & GUIDELINES

Please read the following instructions on **how to write your abstract** and **use the Oxford Abstracts Submission System to submit, edit or withdraw an abstract** for the AARE 2018 Conference.

## REGISTER AS A USER IN THE OXFORD ABSTRACT SYSTEM

1. Go to the AARE Conference 2018 website '[Call for Abstracts](#)' page and click on the **Speakers Portal Button**. Create a new User ID. The system will automatically prompt you with a message to register your details.
2. Enter your name, surname and email and choose a password.
3. Enter any other personal information such as address, phone number, qualifications etc.
4. You will be sent an email confirming your password to access the abstract submission system
5. You only need register once. Save your log in details for future use.



Abstracts submitted in hard copy will not be accepted. Only abstracts submitted via the online Oxford Abstracts Submissions System will be accepted and reviewed.

## IMPORTANT

- Please remember that submitting an abstract does NOT automatically register you as a conference delegate. Conference registration can be done online at a later date
- All communications about your abstract submission will be sent to the email address you submit during the process to Register as a User in the Oxford Abstract System.
- We recommend that the user ID and email belong to the main author that will be presenting at the conference.

## WRITING AN ABSTRACT

The Oxford Abstract System is an online submission form. It is not possible to attach word documents to your submission. However we recommend that you write your title and abstract using a word document before beginning the submission process. It is possible to cut and paste text from a document into the online submission form.

It is possible to propose presentations in a number of formats. We encourage a variety of formats to enrich the conference program. If you have questions or queries about the submission process for an 'other' format please contact [aare@aare.edu.au](mailto:aare@aare.edu.au) to discuss your submission.

ABSTRACTS FOR ACADEMIC PRESENTATIONS (SINGLE PAPERS OR PAPERS INCLUDED IN A SYMPOSIUM), POSTERS, WORKSHOPS, PERFORMANCE OR VISUAL PRESENTATIONS, AND 'OTHER' FORMATS

You will need a title (50 words) and abstract (400 words)

**TITLE (MAX. 50 WORDS):** The title should be as brief as possible but long enough to indicate clearly the nature of the abstract and presentation. If you wish to include a subtitle, it must be included in this field and included in the 50 word limit. Titles **MUST BE** in Sentence case – e.g. **The weakening of Australian universities through the casualisation of employment**

**ABSTRACT (MAX. 400 WORDS):** Any abstracts exceeding the word limit will not be accepted by the system.

Your abstract should include information about the following: background or scope of the study, significance and aims of the research, research design, findings and implications for further educational research.

If writing an abstract for a workshop, performance or visual presentation or 'other' format you may also need to include details of the general plan for the session so that a reviewer understands the format of the presentation session you are proposing.

Important to remember that:

- **References** are not required. If you wish to include them, they must be included in the body of your text and included in the 400 word count.
- **Special Symbols and Formatting** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly, and if not, please click on the "Insert Symbol" icon on the screen to see the list of available symbols.
- Do not use **tables or figures**.
- Proposed studies/presentations should be significantly advanced or completed at the time of abstract submission.

#### ABSTRACTS FOR A SYMPOSIUM

Where you are proposing a Symposium, there is a two-step process. The lead of the full Symposium must submit a proposal abstract for the full symposium. Individual paper abstracts can be added to the symposium submission at the same time or at a later time by individual authors.

For the Symposium abstract, you will need a title (50 words) and description of the full session (400 words)

**TITLE (MAX. 50 WORDS):** The title should be as brief as possible but long enough to indicate clearly the nature of the session. If you wish to include a subtitle, it must be included in this field and included in the 50 word limit. Titles **MUST BE** in Sentence case – e.g. **The weakening of Australian universities through the casualisation of employment**

**DESCRIPTION OR ABSTRACT (MAX. 400 WORDS):** Any descriptions or abstracts exceeding the word limit will not be accepted by the system.

Your description or abstract should include information about the following: focus of the full symposium, background or context of the presentation(s) included in the symposium, general plan of the symposium (for example the order of the papers included in a symposium).

Important to remember that:

- **References** are not required. If you wish to include them, they must be included in the body of your text and included in the 400 word count.
- **Special Symbols and Formatting** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly, and if not, please click on the "Insert Symbol" icon on the screen to see the list of available symbols.

- Do not use **tables or figures**.
- Proposed studies/presentations should be significantly advanced or completed at the time of abstract submission.

## TO SUBMIT

The conference offers a text-based submission form where you will be required to enter the information regarding your proposal, such as title, authors, biography, etc. Submitting an abstract is a multi-step process, and each step asks several questions:

1. Locate your abstract file on your computer's hard disk so you can copy/paste the information easily into the text-based submission form's fields.
2. Go to the AARE Conference 2018 website '[Call for Abstracts](#)' page and click on the **Speakers Portal Button**.
3. Enter your email address and the password you chose when you first registered as a user.
4. Click the **"log in"** button and you will be taken to a screen from which the submission process starts.
5. Please read the instructions on all screens carefully. The abstract submission process is a multi-step process.

When submitting you will be prompted to indicate if you are submitting a symposium and/or an abstract.

- If submitting an abstract for an academic paper presentation, poster, workshop, performance or visual presentation or 'other' format use the 'Submit an abstract' option and follow the steps below.
- If proposing a Symposium use the 'Submit a symposium' or 'Submit a symposium and an abstract' option (as relevant) and follow the steps below.

We recommend that you share the summary you will receive at the end of the submission with the other authors so they can check that their names and affiliations are spelled / listed correctly.

## SUBMIT AN ABSTRACT

**STEP 1:** Enter the title and abstract text, by either copying and pasting from your word file or typing in the information. Remember there is a 50 word limit for the title, and 400 word limit for the abstract text.

**STEP 2:** ENTER information about the authors and affiliations.

**AUTHORS:** You **MUST** enter the names of all authors and affiliations here (including yourself if you are an author) in the order in which you wish them to appear in the printed program text. Names omitted here will NOT be printed in the author index or the final program. Please ensure the spelling of all names and affiliations are correct.

**PRESENTERS:** The system will only allow you to nominate one presenter, which can be yourself (the person submitting the abstract) or any of the other authors.

**STEP 3:** Enter information about the presentation type, and if proposing a presentation other than an academic paper presentation, indicate the time. Indicate the Special Interest Group most relevant to your presentation. Check the boxes to indicate attendance, approval and permission to publish.

**STEP 4:** Click 'Submit'. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will be taken to a **summary page**.

**REQUIRED FIELDS:** Some fields are marked “Required”. The system will not accept your abstract until these questions have been answered. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return later and complete all the questions.

**WORD LIMIT:** Please note the system will not accept fields that exceed the word limit and will not allow you to continue until the word limit is met.

6. Check all the details are correct and click “Submit”.
7. You will be sent a confirmation email with your submission reference number.

## SUBMITTING MORE THAN ONE ABSTRACT

If you are submitting more than one abstract, please use the same email address and password for each abstract. Please follow the same steps as above.

## EDIT OR AMEND AN ABSTRACT

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract itself. You can do this until the call for proposals is closed. After the call for proposals is closed it will not be possible to make any changes to your submission. If you have an issue after this date please email [aare@thinkbusinessevents.com.au](mailto:aare@thinkbusinessevents.com.au).

1. Go to the AARE Conference 2018 website ‘[Call for Abstracts](#)’ page and click on the **Speakers Portal Button**.
2. Enter your email address and the password you chose when you first registered as a user and click the log in button.
3. You will see the list of abstracts that you have submitted so far. Click amend on the abstract that you wish to change.
4. Edit the fields you want to change. The process of amending an abstract is the same as the original submission process, except that the fields will already be populated with your previous entries – you don’t have to change an answer if you don’t want to.
5. Click “Submit”
6. You will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

## SUBMIT A SYMPOSIUM

Please follow the steps below:

1. Log into the submission system.
2. Click on ‘Submit a symposium and an abstract’ or ‘Submit a symposium’.
3. Enter the title of your symposium
4. You will be prompted to provide details for the ‘Chair’ of the session. All submissions must name a Chair who will be responsible for introducing the session and presenters, overall timing of the session and where relevant facilitating questions of discussion.

5. You are provided the option to provide details of a discussant for the session. If this is relevant to your proposed presentation please ensure that you have obtained the discussant's agreement to be involved.
6. Enter the abstract or description for your symposium (400 words).
7. Provide details of the Special Interest Group most relevant to your presentation and indicate the time you require.
8. You will be prompted to 'invite' others to the symposium. Follow the instructions to include email details. Once invited your invitees will receive an email asking them to submit individual abstracts.
9. Once you have completed entering in the details of your symposium, please click on the **"submit"** button

## SUBMITTING AN ABSTRACT IN A SYMPOSIUM

Submitting an abstract in a symposium is a simple process, please follow the steps:

1. If you have received a system email informing you that a symposium leader has invited you to the symposium, follow the instructions in that email.
2. If you do not have access to an email as above:
  1. Log into the submission system via the Speakers Portal link on the call for papers page.
  2. Click on a new 'submit an abstract' submission.
  3. Complete abstract submission process as above and click submit.
  4. On the next page you will see a list of all the Symposia. Find the relevant Symposium for your abstract.
  5. Click the relevant symposium name from the list that you want submit your abstract into. Follow the instructions to finalise the process.
3. Please note that you must only submit an abstract into a symposium if you have been invited by the symposium organizer to do so. If you submit to a symposium that you have not been invited to, then you will be automatically removed from the symposium and your abstract will be reviewed as an individual paper abstract.

## WITHDRAW AN ABSTRACT

If you want to withdraw an abstract, please contact the Conference Office in writing via email to [aare@thinkbusinessevents.com.au](mailto:aare@thinkbusinessevents.com.au). Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Conference Office assumes that all other authors/presenters have been informed of the withdrawal.

### IMPORTANT

Once an abstract is withdrawn, it may not be reinstated.