ABSTRACT SUBMISSION HINTS AND TIPS

Tips for writing your abstract

General

1. **Themes and Thinking:** Take some time to think about your work, research, and / or experience; what would you like to share with colleagues? Then read through the Call for Papers and think about the theme of the Congress and the available session formats to decide which ones best align with your work. Do not be too concerned about the exact details at this stage (e.g. review criteria) – focus on the bigger picture and how your ideas might fit in. Now you are ready to start writing your abstract.

2. **Getting Started:** Use Microsoft Word, if possible, begin by producing an outline: Formulate the main points first, then identify the key points to develop with a first draft. At this stage, start writing beside each point in your outline. Produce a first draft but do not be too concerned about spelling, grammar, punctuation, or using the exact word. Alternatively, if you have a research plan or other document outlining your study, copy and paste the main points / important phrases. Just aim to get the ideas documented.

3. **Review Your Work:** After completing your first draft, go back, read your work and correct the grammar. Sometimes leaving a day or two between drafts helps to see what needs to be changed. Re-read the draft for clarity of ideas and the development of the argument to make further corrections. While reviewers will be occupational therapists, they might not necessarily be familiar with your context, your area of research and / or methods you are using. Make sure the title of your abstract accurately reflects and effectively communicates its content. Take the next draft and share it with a colleague for feedback. Make the corrections or amendments that they suggest. Undertake a final spell and grammar check using the relevant tools available. Re-read your abstract carefully. As a final check, do a self-assessment of your abstract or ask someone close to you to do so with the criteria the reviewers will use and the guidelines for submission – refer back to the Call for Papers documents.

4. **Submitting:** It is important to carefully follow the instructions on how to submit your abstract. All abstracts will be sent to the reviewers, then the Programme Committee will plan the Congress Scientific Programme. You will be notified on or shortly after the **9 July 2025** of the outcome of your abstract submission.

<u>Colleagues</u>

Use your professional colleagues to assist you in the preparation of your abstract. Some ideas include:

- Ask a workplace colleague with conference presentation experience to be a co-presenter / co-author / review and provide feedback on your draft abstract.

- Circulate your draft more widely to professional colleagues for advice and feedback.

- Use your workplace meetings, as appropriate, for others to provide comments.

- Use the writing of your abstract as a professional development opportunity.

Other Hints and Tips

To make your submission stand out, consider the ideas below:

- Align your submission with the Congress theme: 'Occupational R-Evolution'
- Ensure that the title attracts the reader and tells them what you are presenting about – make it clear and interesting, not ambiguous or catchy
- Read the submission instructions and adhere to the format/structure as outlined in the guidelines
- Ensure the abstract complies with the word limit
- Provide a global perspective / approach
- Think of your target audience – what would be of interest and appeal to them?
- Provide information that is unique / innovative / novel that excites and interests the audience
- Check your spelling and grammar
- Do not include references
- Avoid jargon (the goal is to ensure that your writing is clear and accessible to a wide audience, including people who may not be familiar with specialised terms or technical language in your field)
- Re-read your work and ensure it is clear, coherent, concise and able to stand alone as a unit of information.
- Before submitting, cross-check your work against the guidelines to ensure your abstract is complete.
- Your abstract may fit well with more than one category. This is fine, select the category which you consider to best fit and provide the others as second or third optional categories on the submission form.

<u>SPECIFIC FOR ORALS/POSTERS</u>
- **Introduction / Rationale:** should provide clear background/context/justification for the work for the rest of the abstract and reinforce in the conclusion as much as possible
- **Objectives:** must outline the aims or expectations of the project / presentation
- **Methods / Approach:** clearly explain the methods used ensuring they align with the project goals and achieve the objectives of the research. Make sure that the methods are appropriate for addressing the rationale behind the project / presentation.
- **Results / Implications:** must indicate the findings of the project / presentation and ensure they are consistent with the methodology and objectives
- **Conclusion / Significance to the Occupational Therapy Profession:**

Ensure that your conclusion aligns with the project's rationale and objectives, providing a complete and cohesive summary of the information

SPECIFIC FOR RESEARCH INSTITUTE: 3 MINUTE THESIS SUBMISSIONS

- **Objectives:** provide an understanding of the importance of your research and explain how it makes an original contribution to the field
- **Methods:** provide a clear explanation of the methods used and ensure it is appropriate to achieving the objectives of the research
- **Impact / Results:** describe the impact / results of the research in a logical sequence using descriptive terms. For example: *'Significant increase'*
- **Conclusion / Significance to the Occupational Therapy Profession:** must discuss the relevance to occupational therapy

Avoid acronyms and citations
Keep sentence structure simple, direct and focused
Write for those who do not know your work
Get feedback from your supervisor / fellow students