



Guide to description/abstract writing and identifying keywords for SALTISE 2021

1) Reminder on submission requirements for SALTISE 2021

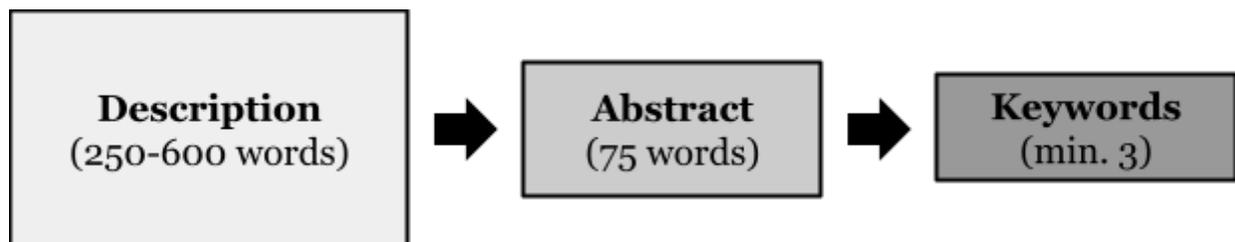
If you wish to present your work at SALTISE 2021, you must prepare a proposal* including the following elements:

- Proposal title
- Keywords – at least 3
- Abstract – 75 words (this will appear in the conference program)
- Description – min. 250, max. 600 words

*Proposals and presentations may be in either English or French.

2) Proposed model

It's often easier to start with the 'Big Picture' that will be included in your Description. We suggest starting here. Once your Description is written, start removing, shortening, or re-writing sentences and sections. Do this until you reach desired Abstract length, making sure that it is coherent throughout. From the Abstract format, you can start identifying important terms that define the work you want to present at SALTISE 2021. These terms will make up your list of keywords.



3) What is the difference between Description and Abstract?

For SALTISE 2021, we differentiate between the Description and the Abstract of your project, research work, or practical insight you want to share with conference participants. As indicated above, the Abstract should be short, punchy, and exciting. The Description simply extends on the information provided in the Abstract. This can include the following:

- Additional background information on the study
- The importance and/or relevance of this work
- Relevant theories, concepts, and ideas

4) What to include in a Description?

Your description has the purpose of showcasing what you will be presenting at the conference. Several question-guided elements should be included in your description. These include the following:

- What will you be presenting? (practitioner notes, a new teaching strategy, the results of a study, a philosophical argument, an engagement with theory, etc.)
- How does what your presenting build onto, expand, subvert on current literature/practices?
- What methods did you use? (interviews, student feedback, review of the literature, surveys, etc.)
- What are the main points/arguments/practices you want to advance? (thesis)
- What will participants gain from your presentation?

How you organize this information is largely up to you. Style and format will depend on the matter of your presentation, and how you prefer to communicate.

DOs
<ul style="list-style-type: none">● Make sure the topic of your project makes a contribution and is relevant for SALTISE;● Describe the context and purpose of the project; choose relevant literature and reference it properly;● Describe the research objectives and research design; choose appropriate methodology;● Highlight findings and conclusions; address the data analysis process or implications of the practice, if any; and● Make sure your writing is clear and concise; communicate important details and ideas.

For examples of well-written descriptions, see [Appendix A: Description/Abstract/Keywords Exemplars](#).

5) What to include in the Abstract?

The abstract is a summary of your description. In other words, it should include all of the elements of the description but in fewer words and with fewer details. An abstract can be compared to an ‘elevator pitch’ where you only have about 20 seconds to explain your project to a complete stranger who is assumed to have no background knowledge on the topic.

6) What are Keywords? How do I know which Keywords to use?

Keywords capture the essence of a paper and situate your paper within a broader area of research. Keywords are typically composed of 1-4 words each. A paper may contain approximately 4-5 keywords.

If this is the first time you present your work at a conference, it may be difficult to know what constitutes good and appropriate keywords. To guide you in this process, we have developed a

repository of keywords, a sample set of keywords that you may use, organized into categories for convenience - see [Appendix B: Keyword Repository](#). It can be useful to draw from this list, but you should feel free to include keywords that are not featured in this repository.

7) External links

We realise that this is a short guide. If you would like to consult additional resources when preparing your Description, Abstract, and Keywords, we recommend the following websites:

- [Springer Publishing](#)
- [McGill University](#)
- [Academic Conferences International](#)