



Instructions for submitting abstracts

Please follow the instructions below carefully when entering details in the submission form, paying particular attention to when capital letters are used. It is recommended that you have this document available to you when completing the online submission.

All submissions must be in English.

Submission title

Provide a short title that accurately reflects the content of the presentation. The title should be no longer than 16 words. Short informative titles are preferred. Use a capital letter only for the first word of the title, for any proper nouns/names and after a colon. Do not place a full-stop at the end of the title. For symposia, provide the title of the symposium only here.

Examples:

An evaluation of students' experience as volunteers in community settings

The development and implementation of a university policy for community engagement:
Challenges and solutions

Authors

Enter each author's given name using a capital for the first letter only.

Examples: Susie; Chris; Azmi

Enter each author's family name using a capital letter for the first letter only. After the authors family name, place a comma and then give the author's title. Do not place a full-stop after the title.

Examples: Seng, Dr; Watson, Prof; Lai, Ms; Thomson, Mr

Organisation

Enter the organisation for each author using a capital letter for the first letter of each main word only. Do not include the name of the Department or Section. Only provide the name of the university, college or other institution/organisation.

Examples: Universiti Sains Malaysia; Australian College of Applied Psychology

Country

Select country from drop down menu

Email

The preferred format for the email address is to use lower case letters only with no capitals.

Examples: maseng@uam.edu.my; awatson@eca.edu.au

Topic Areas

Please select either the main conference theme "Enhancement and Innovations in University-Community Engagement" or ONE of the four subthemes depending on the option that best captures the content of your proposed presentation.



Keywords

Please provide a minimum of 3 and a maximum of 5 keywords that represent the content of your presentation. Where possible select at least some keywords that link with the conference theme and/or subthemes. Do not use any capital letters for keywords.

Examples: innovation; sustainability; assessment

Abstract

Abstracts can be entered directly into the submission form or uploaded as an attached word document. If entered directly, please ensure you also keep a copy for your records. It is strongly recommended, however, that a separate word document is prepared and attached. This document should use Calibri font, size of the font being 11. Make sure that for all abstracts there is no information provided that would identify the authors. Remember all abstracts are blind reviewed.

Individual presentations and posters

The abstract should be a maximum of 250 words prepared in Calibri size 11 font. Do not include the title of the paper again as this has already been entered by you. Ensure the abstract is in English and does not contain typographical errors. All abstracts should be justified so that the text is aligned with the left and right margins. Ensure the abstract has been written to capture the content of the proposed presentation.

Symposia

First write the 200 word (maximum) statement of the aims of the symposium; and the relationship of the topic to the conference theme. Leave two line spaces then enter the title of the first paper in the symposium, followed by one line space and then the abstract (maximum 250 words) for the first paper. Leave two line spaces then provide the title of the second abstract and follow the same guidelines for the second and third abstracts. Use Calibri size 11 font at all times and for the titles of each paper follow the format specified above under "Submission title".

Password

Enter a password so that you may access your submission at a later time.

Optional comments

If making any additional comments then please keep these to a minimum and relevant to your submission to assist the Conference Committee.

For symposium submissions please use the optional comments to indicate which author or authors from the author fields are responsible for presenting each of the three papers by entering the title of each paper followed by the name of the author(s) of that paper. This will assist in the preparation of the abstract booklet.

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