# BALEAP Conference 2021: Writing an Abstract

## A SIMPLE GUIDE TO ABSTRACTS FOR FIRST-TIME PRESENTERS

If you’re new to writing abstracts, you might find the following useful.

There are a range of formats including live online and pre-recorded talks and papers followed by synchronous and asynchronous discussions:

**Papers:** The abstract part of the proposal should be between 300-400 words, providing an outline of the significance of the area and of the talk.

**Lightning talks:** The abstract part of the proposal should be between 200-300 words, outlining the key points to be covered.

**Workshops:** The abstract part of the proposal should be between 400 and 800 words and should include an outline of the workshop, intended learning outcomes and how participants will be engaged.

**Symposium:** The abstract part of the proposal text should be between 500 and 1000 words, describing the symposium as a whole. It may also include descriptions of individual contributions and titles within the panel.

**Posters:** The abstract part of the proposal should be between 200-300 words and include an outline of the topic and focus.

**Pecha Kucha:** The abstract part of the proposal, between 200-300 words will outline the key points to be made.

**SIG themed events/slots:** The abstract part of the proposal should be between 500-1000 words, providing an outline of the aims of the event and key components.

Abstracts will vary in structure and content but they might be expected to reflect Swales’ (2004) CARS model, with the addition of the research design and findings. They may also describe the data analysis and the proposed presentation itself (Yoon and Casal, 2020). The abstract not only tells the audience about the proposed paper, but also sells or promotes it to them (Ibolya and Pecorari, 2013; Samar et al., 2014), considering the criteria for selection outlined below. First-time presenters may find it useful to review some abstracts from the 2019 BALEAP conference programme at: <https://www.baleap.org/event/baleap-2019-leeds>

* Remember also to check the criteria for selection (see over and on the CfP)

**References**

Maricic, I., and Pecorari, D. 2013. Mind the gap! highlighting novelty in conference abstracts, *2013 Biennial BALEAP Conference (The Janus Moment in EAP: Revisiting the Past and Building the Future).* 19 – 21 April 2013. Nottingham, United Kingdom.

Samar, R.G., Talebzadeh, H., Kiany, G.R. and Akbari, R., 2014. Moves and steps to sell a paper: A cross-cultural genre analysis of applied linguistics conference abstracts. *Text & Talk*, *34*(6), pp.759-785.

Swales, J. M. 2004. *Research genres: Explorations and applications*. Cambridge: Cambridge University Press.

Yoon, J., and Casal, J. E. 2020. Phrase-frames and rhetorical moves in applied linguistics conference abstracts. In U. Romer, V. Cortes, and E. Friginal (Eds.), *Advances in corpus-based research on academic writing: Effects of discipline, register, and writer expertise.* pp. 282–305. Amsterdam: John Benjamins.

CRITERIA FOR SELECTION

The following criteria will form the basis for abstract selection and so may be useful for you when you are putting together your proposal:

**Interest:** the work is sufficiently accessible and interesting to a wide, international audience

**Relevance**: the proposal aligns with the conference theme and sub-themes

• Research-informed and research-led pedagogies: the links to underling principles and theories are explained and justified

• Research design for empirical research/scholarship: the research questions, context and participants, procedures for gathering and analysing data are explained and justified

**Outcomes and Insights**:

• A description of how the work contributes to the understanding or practice of EAP is provided

• For empirical work, evidence and/or findings are reported

**Coherence & Insights for symposia:**

• Appropriacy /significance of theme

• Presentation of original and/or contrasting perspectives

• Planned opportunities for audience discussion

**Audience Engagement** (as appropriate for workshops and symposia)

• Planned opportunities for active audience engagement in the session are described

• Opportunities for audience participation in the discussion are included

• Effective pedagogical practices are demonstrated and explained

For group submissions, the first author is considered the presenting author and is expected to register for the conference. All presenting should register.

In addition to speaker information, you will be asked to submit the following:

**1.Title** (15 words)

 **Type of format**

 **Theme**

**2. Abstract for publication** (word counts dependent on type of proposal)

The abstract will be published on the conference website. It should address the **conference theme**, describing **the proposal’s topic** and indicating the **literature, methods, evidence and conclusions**, or the **literature and current EAP conversations it engages with**. Please note the length of abstract required is dependent on the presentation format as noted above.

**3. Additional Information section**

The additional information section should explain the **rationale and significance of the proposal** and its **relevance to the conference themes**, state the **intended learning outcomes for participants and outcomes** and include **plans for participants’ engagement in the session, particularly important for workshops**. This is for review purposes only and should be no more than 300 words in length. Please note, the requirements for the additional details section change dependent on the submission type. Please see details above.

**4. References**

**A list of the major references** (up to 10 major/indicative references, for review purposes only).

Please **anonymise** the proposal text to the greatest possible extent to allow **blind review** (e.g., omit names of institutions; omit self-references to work that would identify you).

The author submitting the proposal will also be asked to provide co-author information including email addresses and affiliations where relevant. Please ensure you have the permission of the co-authors to share this information.