

# MLA | SLA '23 Submission Checklist

**All Round 1 abstract submissions are due October 31, 2022.**

Use this checklist to make your submission shine for MLA | SLA '23!



## Review the MLA '23 FAQs

Before getting started, see the criteria ([rubrics](#)) for scoring abstracts and other important details.



## Know your audience

Will your paper or immersion session resonate with the attendees? You may also be delivering to an audience that is unfamiliar with your specific area. Think about how your paper will sound to them.



## Consider collaborating

Think of collaborators and consider colleagues across MLA and SLA to work with and cosponsor the session. Work together to submit a proposal that will advance skills and competencies of interest to your groups.



## Where does it fit?

Decide what area of practice your submission fits best in (and a secondary area, if relevant).



## Keep it short

For Program Description Abstracts, you have up to 440 words to work with between the background (120), description (200), and conclusion (120). For Research Abstracts, you have a max of 520 words to work with between the objectives (100), methods (200), results (100) and conclusions (120). Focus on the most important parts of your project.



## Leave the jargon at home

It may sound impressive when you add fancy words but avoid too much jargon. Not everyone will be familiar with jargon related to your topic.



## Have a point

Even if you don't yet know what that point is, make a concise and intelligible claim. Emphasize the innovative. The abstract doesn't have to break new ground; it only needs to suggest your paper might do so.



## Think interactive

For Immersion Sessions, go beyond the basic panel presentation and be sure to submit a clear overview of your session, including instructional methods and lots of participant engagement.



## Organize your information

Keep your information structured. The more transparent your structure, the more likely an audience will be able to identify key take-aways of your presentation.



## Ask a friend to review

Have colleagues review your proposal before submission and check that it is well organized, clearly understandable, and describes your presentation.