

Abstract Submission Checklist

Round 1: Contributed Papers and Immersion Sessions are due **October 26, 2023**

Use this checklist to polish your abstract and make it shine for MLA '24!

- Review the MLA '24 FAQs**

Before getting started, see the criteria (rubrics) for scoring abstracts and other important details within the contributed content FAQs.
- Know your audience**

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

Think of collaborators to work with and cosponsor an immersion 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 Abstracts, you have up to 440 words to work with between the background, description, and conclusion. You don't have space to explain every detail—focus on the most important parts of your project. Research Abstracts, you have a max of 520 words for the objectives, methods, results and conclusions. Plan your submission using the structured abstract guidelines found on MLANET.
- Leave the jargon at home**

It may sound impressive when you add fancy words but avoid too much jargon. You will most likely be presenting to a mixed crowd; 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 takeaways 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.

Ready to submit? The CCWG looks forward to reading your abstracts! #mlanet24

