



## ABSTRACT SUBMISSION HINTS AND TIPS

### TIPS FOR WRITING YOUR ABSTRACT

#### General

1. **Themes and Thinking:** Take some time to think about your work / research / experience - what would you like to share with colleagues? Then read through the Call for Papers and think about the theme of the Congress and the session formats which will be available. Do not be too concerned about the exact details at this stage (e.g. review criteria) – focus on the bigger picture and how your ideas might fit in. Now you are ready to start writing your abstract.
2. **Getting Started:** Use Microsoft Word, if possible, from the beginning. Formulate the main points first, then identify the key points to develop with a first draft. At the stage of producing a first draft do not be too concerned about spelling, grammar, punctuation, references or using the exact word. Alternatively, if you have a research plan or other document outlining your study, copy and paste the main points / important phrases. Just aim to get the ideas documented.
3. **Review Your Work:** After completing your first draft, go back and read your work and correct the grammar. Sometimes leaving a day or two between drafts helps to see what needs to be changed. Re-read the draft for clarity of ideas and the development of the argument to make further corrections. While reviewers will be occupational therapists, reviewers might not necessarily be familiar with your context and methods. Make sure the title of your abstract accurately reflects and effectively communicates its content. Take the next draft, and share it with a colleague for feedback. Make the corrections or amendments that they suggest. Undertake a final spell and grammar check using the relevant tools in Word. Re-read your abstract carefully. As a final check, do a self assessment of your abstract with the criteria the reviewers will use and the guidelines for submission – refer back to the Call for Papers documents.
4. **Submitting:** It is important to carefully follow the instructions on how to submit your abstract. All abstracts will be sent to the reviewers, then the Programme Committee

will plan the Congress Scientific Programme. You will be notified on or shortly after the **23 June 2021** of the outcome of your abstract submission.

### Colleagues

Use your professional colleagues to assist you in the preparation of your abstract. Some ideas include:

- Ask a workplace colleague with conference presentation experience to be a co-presenter / co-author / review and provide feedback on your draft abstract.
- Circulate your draft more widely to professional colleagues for advice and feedback.
- Use your workplace meetings, as appropriate, for others to provide comments.
- Use the writing of your abstract as a professional development opportunity.

### Websites

For information on how to prepare abstracts, review the following resources. Please note that these resources are not specific to the WFOT Congress 2022, but do offer excellent general advice, when read in conjunction with the requirements for submitting abstracts to the WFOT Congress 2022:

<https://www.healthfoundation.eu/courses>

<https://www.caot.ca/site/pd/confres?nav=sidebar>

### **OTHER HINTS AND TIPS**

To make your submission stand out, consider the ideas below:

- Align your submission with the Congress theme: 'Occupational R-Evolution'
- Ensure that the title attracts the reader and tells them what you are presenting about – make it clear and interesting, not ambiguous
- Read the submission instructions and adhere to the format/structure as outlined in the guidelines
- Ensure the abstract complies with the word limit
- Provide a global perspective / approach
- Think of your target audience – what would be of interest and appeal to them?
- Provide information that is unique / innovative / novel that excites and interests the audience
- Check your spelling and grammar
- Do not include references
- Avoid jargon
- Re-read your work and ensure it is clear, coherent, concise and able to stand alone as a unit of information.
- Before submitting, cross check your work against the guidelines to ensure your abstract is complete.

### **SPECIFIC FOR ORALS/POSTERS**

- The **Introduction / Rationale** should provide clear background for the rest of the abstract and reinforce in conclusion
- The **Objectives** must outline the aims or expectations of the project / presentation
- Provide a clear explanation of the **Methods / Approach** and ensure it is appropriate to the objectives and rationale of the project / presentation
- The **Results / Implications** must indicate the findings of the project / presentation and ensure they are consistent with the methodology and objectives
- The **Conclusion** must be consistent with the rationale and objectives so the information is complete

### **SPECIFIC FOR RESEARCH INSTITUTE: 3 MINUTE THESIS SUBMISSIONS**

- Provide an understanding of the importance of your research in the **Objectives and Significance** and explain how it makes an original contribution to the field
- Provide a clear explanation of the **Method** used and ensure it is appropriate to achieving the objectives of the research
- Describe the **Impact / Results** of the research in a logical sequence using descriptive terms. For example: '*Significant increase*'
- The **Conclusion / Outcomes** must discuss the relevance to occupational therapy
- Avoid acronyms and citations
- Keep sentence structure simple, direct and focused
- Write for those who do not know your work
- Get feedback from your supervisor / fellow students

### **SPECIFIC FOR PRE CONGRESS WORKSHOPS**

- Is the topic important, interesting and relevant to occupational therapy?
- Provide a clear **Rationale / Background**
- Have you outlined clear measurable and achievable **Learning Objectives**?
- **Instructional Methods** should facilitate learning
- Describe the **Structure and participant engagement activities** of the workshop – does it provide opportunity for engagement, discussion and dialogue between participants?
- Provide clear learning outcomes