



## ABSTRACT SUBMISSION GUIDELINES FOR THE 2018 BRASCON

Abstracts should not exceed one (1) single-spaced pages, and may not exceed the maximum limit of 500 words. It must contain (3) three sections: *Principal Topic*; *Methods*; and *Results and Implications*.

We will use a double-blind review process. To facilitate the blind review process, the author(s)' name and information should NOT appear anywhere on the abstract. We will keep track of abstracts using the computer generated number that you will receive when you submit your abstract.

Submitting an abstract means at least one of the authors commit to attend and present your work in the conference should the abstract be accepted. You can submit up to (2) two abstracts. If your name appears on more than (2) two abstracts, we will ask you to withdraw your name from the additional abstracts.

All abstracts are to be submitted electronically on the BRASCON website, [www.brasconference.org](http://www.brasconference.org). The online abstract submission site will open on January 1, 2018. The deadline for submitting an abstract is February 15, 2018 at 8:00 PM EST.

When submitting your abstract please be prepared to:

- Enter the title of the abstract.
- In the appropriate field, enter the contact information for ALL authors on the abstract: name, affiliation, and email address. Author information should not appear on the abstract.
- Inform if you would like your work to publish at the BRASCON Proceeding (required to be original work not published elsewhere).
- Choose an area of research from the list provided on the BRASCON abstract submission site. The area of research you select will be used in assigning reviewers and developing the conference program. If you are unsure, you can select "other."

All submissions will be acknowledged by email.

## FORMATTING GUIDELINES FOR 1-PAGE, 500-WORD ABSTRACT

**The 1-page Abstract cannot exceed 500 words TOTAL, including title and headings.**

Please use Microsoft Word for the abstract.

- **Paper Size:** Use only standard letter (8 ½" by 11") format. (Please do not use the A4 format).



- Margins - use 1½" (inch), top, bottom, left and right hand side.
- Justify the right margin.
- Font - use 10 point, Times New Roman.
- Single space the body of the paper and double space before and after all headings and between paragraphs.
- DO NOT use boldfacing.
- USE italics to emphasize words or phrases, NOT boldfacing nor underlining.
- USE "double quotes," NOT 'single quotes.'
- Put punctuation (commas and periods), "INSIDE quotes," not "outside quotes."
- REMOVE ALL REVIEWING COMMENTS and all tracked changes from your document (e.g., redlining of deleted text and/or highlighted additions).
- **Title of Paper:** is to be centered in bold, all capital letters, and be the same title as the submitted abstract.
- **Authors:** Should NOT appear anywhere on the abstract.
- Use only three second-level headings in bold:
  - **Principal Topic:** Introduction, motivation and research question.
  - **Method:** Description should be very brief.
  - **Results and Implications:** Emphasize Results and Implications.
- **Citations:** If citations are required, the paper should follow the APA format with no reference list, but with citations appearing within text. We use a modified version of the APA System of Documentation with in-text citations, but with no Reference List. The APA in-text citations feature the last name of the author(s) within the text and the year of publication and page number in parentheses, if applicable (1997, p. 81), or author, date, page all in parentheses (Pringle & Kroll, 1997, p. 81). Page numbers are not necessary if referring to the entire work.  
Examples:
  - - Research by Pringle and Kroll (1997) supports...
  - -...which some research findings have supported (Pringle & Kroll, 1997).

## SUBMITTING ABSTRACT(S)

The following suggestions are provided in response to questions that have been previously asked on how to improve the chances that your abstract will be accepted.

The conference has 6 editors (Board of Reviewers) and a group of Ad-Hoc Reviewers. Every abstract is evaluated by two to four reviewers. While each reviewer makes an independent judgments, there are some common threads that seem to distinguish accepted from rejected abstracts.

- The importance of the topic for your research field and practice is explicit. These papers open up new research frontiers or offer new insights or perspectives that enrich discussion and discourse especially in the Brazilian scientific community. Papers should address important, timely, and relevant topics.
- If you are submitting an abstract on a continuing stream of research that you have presented at a previous conference, please explain what is new about the project in the



abstract that you are submitting for the 2018 conference.

- Reviewers assume that authors of accepted abstracts entered with good faith and expect that the analysis proposed is near completion at the time of submission.
- Do not include references, tables, figures, and the like in the abstract. Also, as noted elsewhere, your name or contact information should NOT appear anywhere in the abstract.
- This is an interdisciplinary conference, avoid heavy use of jargons.
- The abstract must comply with international copyright laws.

## **BRASCON PROCEEDINGS**

The selection of abstracts for publication in the BRASCON Proceedings is based on the abstract submitted to the conference. Any paper accepted for the conference, as long as it presents original research, is a candidate for publication in BRASCON Proceedings. Papers will be peer reviewed by the 2018 Board of Reviewers. Abstracts accepted to the conference that indicated the intention of being published at BRASCON Proceedings are required to be original work not published elsewhere. Authors will be required to sign an Agreement of Release acknowledging originality. All other work presented (e.g. continuing research) can be submitted to BRASCON Conference but it will not be included in the BRASCON Proceeding.

## **2018 BCERC BOARD OF REVIEWERS**

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