Bible Translation Conference 2013 Abstract Guidelines

Purposes of your Abstract
- To help the Abstracts Committee to make a decision about the paper or presentation, and, once chosen, where to place it in the overall program.
- To be included in the Conference Booklet. (Note: Attendees will choose which sessions they want to attend based on the abstracts.)

Due Date and Submission Email
- The due date for abstracts for BT2013 is Friday, May 3, 2013. Abstracts received after this date will not be considered. The Abstracts Committee will inform submitters about their abstracts on May 27, 2013.
- Abstracts should be emailed to btconference_dallas@sil.org. Please include the words “BT2013 ABSTRACT” in your Subject line.

Requirements
- Submit your abstract electronically—preferably in Word (.doc, .docx, .rtf), or Open Office (.odt) format.
- Use a clean, readable typeface (e.g. 11 point Arial or Times New Roman)
  - Document 1: Abstract
    - Do not include your name in your abstract document.
    - Include the title, the abstract text, and the BT Conference sub-theme.
    - Abstract Length: 100-250 words
    - If your abstract uses a non-roman script or special symbols (including Greek and Hebrew), also submit a PDF file of this document.
  - Document 2: Author Information
    - In a separate document from the abstract indicate:
      - Your name
      - Your email address
      - The title of your paper (repeated in both documents)
      - The BT Conference sub-theme (repeated in both documents)
      - A 40-60 word biographical description of yourself in the third person (a brief description of who you are, including current job title, relevant work experience, academic degrees, etc.). If your paper is accepted, this will be included in the Conference Booklet with your abstract.
      - Your preference how you want to present your work:
        - Oral presentation only
        - Oral presentation preferred
        - Either oral or poster OK
        - Poster presentation preferred
        - Poster presentation only
    - Note: Both oral and poster presentations are considered as having equal status in the conference and in the proceedings. The Abstracts Committee will make the decision of whether an abstract will be presented as a poster or an oral presentation. Your preference will be taken into consideration.

Important things to keep in mind
- Conference attendees will be from many different organizations, therefore try to avoid terms or acronyms that are specific to your own organization.
- Title length: If your title and sub-title together are longer than 15 words, you can expect that the conference staff may need to truncate them in some conference materials.
• The Abstracts Committee does not know the identity of authors when they review the abstracts.
• Registration for BT2013 is not a prerequisite to having your abstract considered by the Abstracts Committee, but people selected as presenters at BT2013 will need to register for BT2013 by Friday, August 16. Please see http://www.gial.edu/news-views/bt-conference for registration details.

Previously published papers…
If your abstract represents a previously published work, we expect:
• That the presentation and paper given at BT2013 will be an updated version, specifically adapted for this conference’s audience.
• Acknowledgment of the date/place of publication included after the abstract (not counted in the abstract word count)

Please describe the relationship between your presentation and the previously published version.

Abstract Hints and Tips

Writing
The abstract should be well written.
• Strive for clarity
• Make every word count
• Use active voice
• Remove/delete phrases that do not help the reviewers or conference attendees to know the central point of your paper
• Avoid unnecessary or unusual words
• Provide logical connections between the information you include.
• Give a brief, informative title
• Include one or two sentences to describe each of the following:
  o State the problem to be addressed or the research question raised by prior studies
  o State the main point(s) or argument(s) of the proposed paper, with relevant data, if possible.
  o If the paper is empirically based, state a specific hypothesis and at least an outline of results obtained
  o Show relevance to other work
• Include a conclusion: One sentence giving the most important consequence of the paper. Why might your paper or presentation appeal to the conference attendees?

Some things to avoid in an abstract:
• Avoid repeating or paraphrasing material that is already in the title.
• Do not refer to information that is not in the paper/poster; do not promise more than you deliver.
• If possible, avoid trade names, acronyms, abbreviations, and symbols. At the same time, it is appropriate to use standard terms appropriate to the discipline.
• Do not evaluate the paper/poster; an abstract is a summary, not a review.
• Do not include footnotes in your abstract. We are not able to accommodate these in the Conference booklet.
• Do not include a bibliography, although it is appropriate to cite key authors. (Deciding who is “key” may depend on the theme of the conference.)

Two helpful sites
Note: The views expressed in these two sites are those of their authors and do not necessarily reflect the views of GIAL, SIL, or the Bible Translation Conference Committee.
• http://www.unc.edu/linguistics/confinfo_files/hil-tips.pdf
• http://academic-conferences.org/abstract-guidelines.htm