Understanding Society Scientific Conference

University of Essex

Tuesday 2nd July – Thursday 4th July, 2019

Abstract Submission Guidelines

The deadline for abstract submission is **Midnight (GMT), Monday 11 February 2019.**

Submissions will not be accepted after this date

Can I make a submission? The organising committee invites all researchers using *Understanding Society* or other longitudinal household panel data to submit an abstract for the *Understanding Society* Scientific Conference July 2019.

We particularly welcome abstracts that focus on:

- Longitudinal research using [Understanding Society](#), the [British Household Panel Survey](#) or other household panel studies;
- International comparative studies of longitudinal survey data

Additionally we are keen to showcase innovative statistical methods and research that is policy relevant.

We are seeking abstracts for three types of presentations:

- Oral presentations in parallel sessions (20 minute presentations plus 10 minutes for questions)
- Poster presentations
- Workshop or symposium (90 minutes) that include 3-4 papers, and allow plenty of time for discussion. For symposium/workshops please provide an overall abstract and one for each paper.

Do I have to pay?

There is no fee for making a submission. If your submission is accepted for presentation then you will be required to attend the Conference and pay a modest registration fee, with some concessions for students and early careers researchers. Further information will be made available early in 2019.

Submitting an abstract

A.   Important Information

Abstracts are required for all papers, and posters. Abstracts MUST be submitted online. You will be sent an acknowledgement of receipt of your submission with a reference number. Please keep a record of this. If you do not receive a reference number for each abstract, please contact Hg3 via events@hg3.co.uk in the first instance.

For symposium/workshops please provide an overall abstract and one for each paper as appropriate.

Authors of individual papers within the symposium should submit abstracts as usual, and will   receive   an email acknowledgment with a reference number.

The symposium/workshop lead should then submit the overall abstract, and include the reference number of the individual abstracts.

B.   Preparation of Your Abstract

A "blind" selection process will be used. Do **not** include the names of authors or affiliations in   your abstract. The names of authors and their affiliations (institutions) will be submitted on- line   when   you submit the abstract.

The main title should be brief and specific. Subtitles may be used to amplify the main title. If a   paper   is accepted for presentation, over-long titles may be shortened for publication in the   abstract booklet.

The abstract should be a maximum 250 words or fewer (excluding the title) – this is limited automatically by the online submission software. The title will not be counted in the 250 word   limit.

Do not use subheadings in your abstract. Some results must be included in the abstract, including statistical tests where appropriate; abstracts stating that 'results will be presented' will not generally be considered. Results of ongoing analyses are acceptable. No references, tables or figures are permitted. The on line submission form will help impose some of these format restrictions (e.g. word   count).

Please follow these formatting instructions:

- Use International characters only.
- Type in "Normal sentence case", **not** "ALL IN CAPITALS".
- Reduce abbreviations to a minimum, especially non-standard ones, and define at first use. Abbreviations should not be used in the title. Make the title intelligible to all.
- Use only normal keyboard characters. Separate each paragraph with one hard return.
- **Please do not use hard returns at the end of each line** - the text will wrap automatically.
- Use the buttons provided to format your abstract title and text. The following functions are available: Bold, Italic, Superscript, Subscript, Symbol/custom character, Copy, Paste as plain text, Select all, Undo, Redo
- If you are pasting the content we strongly advise using the "paste as plain text" button in the tool bar along with the "custom character" button. If any erroneous characters remain you will be alerted on submission and given the opportunity to amend.

C.   The Submission Process

Submitting a new abstract

Log in to the submission system when your abstract is completed and ready to send. To log in,   go   to   the Understanding Society website https://www.understandingsociety.ac.uk/ and follow the links to the online abstract form.

When you click the "log in" button, you will be taken to a screen from which the submission   process starts. Please read the instructions on this screen carefully. If you have not yet   submitted an abstract   to the system you should click the link that says "Click here to submit a new abstract". Then enter your email address and choose a password.

Submitting an abstract is a multi-step process. Each step asks several questions:

- Step 1: complete your contact details

- Step 2: enter presentation type and keywords to help us identify reviewers and allocate your paper to conference strands.

- Step 3: enter abstract title, text, authors and affiliations

- Step 4: review your submission and submit

Amending a submission

You can amend your abstract at any time before Midnight (GMT), **Monday 11 February 2019.** Please make a note of the reference number you are sent in your acknowledgement email. Together with the email address and password you provided, this will allow you to view or amend your abstract or submit a new one at any time before the deadline. After this date no further amendments or changes may be made.

How are papers selected?

Abstracts will be assessed by multiple reviewers independently, and an average score derived.   Reviewers will be blind to the authors and their institution throughout.

The organising committee will then select presentations, based on scores, for oral, poster, symposium and workshop sessions.

When will I hear about the outcome of my submission?

We will write to everybody by end-March 2019 with details of the outcome of their submission.

Successful presenters will have an opportunity to correct their abstracts before they are published. Revised abstracts must be received by 10 May.

The named presenter or a co-author must be available to present their paper at the conference. After you have confirmed, you should only withdraw your abstract in exceptional circumstances, as late withdrawal denies someone else the chance of presenting their paper. All those agreeing to present an oral or poster presentation must register for the conference by 10 May.