



## World CUR 2019 Submission Guide

### What to prepare before submitting an abstract

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Before submitting your abstract via the *World CUR Abstract Portal*, please take care of the following:

1. **Have a look at our [application overview](#)** to understand the whole process of applying for the World CUR 2019 and **choose your [research theme](#)**.
2. **Collect contact details** from your co-presenter(s) [name, email] and supervisor(s) [name, email, telephone number]. If your campus has an *Undergraduate Research Office* or similar, please also gather the contact details from your Undergraduate Research Coordinator or the person responsible for student research at your institution [name, email, telephone number]. Note that “co-presenters” are co-authors who plan to attend and present at the congress.
3. **Prepare author information**
  - Prepare your author details as shown in this example:  
*Authors: Jens Neudecker, Lisa Janssen*  
*Faculty Project Supervisor: Laura Meyer*  
*Universitätsklinikum Heidelberg, Heidelberg, Germany*
  - If several institutions are involved use numbers as shown in this example:  
*Authors: Jens Neudecker 1, Akio Takahashi 2, Lisa Janssen 1, Aisha Ahmadi 3*  
*Faculty Project Supervisor: Laura Meyer 1*  
*1 Universitätsklinikum Heidelberg, Heidelberg, Germany*  
*2 Faculty of Education, Tokyo University, Tokyo, Japan*  
*3 Quaid-i-Azam University, Islamabad, Pakistan*
4. **Have a look at section “Choosing your Research Area(s) and Academic Field(s)”** – especially if you plan to submit research of a multidisciplinary project.
5. **Prepare your abstract conscientiously** and check the third section about abstract writing for more information about formal and content-related requirements.

### Choosing your Research Area(s) and Academic Field(s)

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When submitting your abstract you will be asked to insert the official name of your *Course of Studies*, as well as to name *Research Area* and *Academic Field* of your submission. While *Research Area* is relevant to forward your abstract to particular experts, *Academic Field* will mainly be used to classify your presentation’s discipline(s) in the program book.

### Non-multidisciplinary projects

1. First you have to choose the **Research Area** associated with your Academic Field. You have to choose between the following categories:
  - *Agriculture and Veterinary Medicine*
  - *Architecture, Engineering, Materials, and Computer Sciences*
  - *Biology*
  - *Chemistry*
  - *Geosciences / Earth Sciences*
  - *Humanities*
  - *Mathematics*
  - *Medicine*
  - *Social and Behavioural Sciences*
  - *Physics*
  - *MULTIDISCIPLINARY and/or APPLIED*
  - *OTHER*
  - Please choose *OTHER* only if you have tested the most appropriate *Research Areas* and did not see any *Academic Fields* similar or fitting to yours. Check also the category *MULTIDISCIPLINARY and/or APPLIED* and see if you find your *Academic Field* there. If you choose *OTHER*, you will be able to name your *Academic Field* at the end of the line (“if other”).
2. Depending on which *Research Area* you chose, certain **Academic Fields** will be displayed. Choose *OTHER* if your *Academic Field* is not listed and name it at the end of the line.

**Multidisciplinary projects** – If your research is multidisciplinary, there are two ways to report your *Research Areas* and *Academic Fields*:

1. Check if your *Academic Field* is already listed in the *Research Area* “*MULTIDISCIPLINARY and/or APPLIED*”. If not, use option number two:
2. Please report both disciplines separately by simply choosing your first *Research Area* and *Academic Field* and then your second *Research Area* and *Academic Field*. In this case you don’t need to choose “*MULTIDISCIPLINARY and/or APPLIED*”. (Please focus on the two major disciplines, even if you would consider your project much more multidisciplinary.)

### How to write an abstract

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An abstract is a **succinct, single-paragraph summary** (for this congress: 300 words) – you could say it is the essence of a research project or a study.

For your **multidisciplinary audience**, you should mention the following in your abstract:

- addressed **academic field(s)**
- **purpose** of the research
- main points of the **theoretical background** and/or **relevant findings** from other researchers
- applied **methods**
- **findings**
- **conclusions**

We recommend you to **read some example abstracts**. You can ask your supervisor for some good reference articles or scan the abstract database from scientific journals relevant for your research area. In doing so, you will get a feeling for the writing style and learn how to transform your research project into those few sentences – without losing any quality or even logic. Prepare to read and rewrite your abstract several times. That's normal and part of a good researcher's job!

For writing your abstract, it is best to **be aware of your entire project, its narrative and details**.

1. Prepare yourself by recalling theory, methods, results and conclusions. You can ask a friend and explain the project to him or her.
2. Make notes of all important facts; try to put them into bullet points.
3. Arrange the bullet points in logical order.
4. Compare the list with what you should mention in your abstract (as described above).
5. Add missing parts.
6. Formulate complete sentences from your bullet points.
7. Now try to shorten it. Or in other words: put it in a nutshell.
8. Ask somebody to proofread and give you feedback. Improve your abstract draft.
9. Let your supervisor proofread your first draft. Continue improving.

Good to know:

- Your abstract should be **reviewed by a faculty member** (e.g., your supervisor) before submission.
- If English is not your mother tongue, **let somebody with academic English skills proofread**.
- You are allowed to submit an abstract of **up to 300 words**.
- Research abstracts might be **accepted although not yet reporting results**.
- **You have already graduated?** If you performed your research as an undergraduate and the presentation at the World CUR will be within one year from when the research was conducted, you are allowed to submit an abstract although you have already graduated.

## How does the World CUR 2018 Review Process work?

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The review process is **double blind**. This means that each abstract is evaluated by two reviewers (professors, lectures, or teachers) who will not receive any information about the authors of the abstract. In addition, the student will not know who reviewed the submission. To ensure general comprehensibility, reviews will be done by both **an expert and a non-expert** of the respective research area. To avoid conflicts of interest, **reviewers will never review their own students** and, most likely, they will not review any submissions from their own institution. In some case, the latter rule may be partially suspended.

In the review process, the reviewers will be asked to evaluate the submissions using the following **five criteria** (strongly agree to strongly disagree):

1. *The research is relevant for society and/or the respective discipline.*
2. *The abstract addresses the theoretical background and clearly states the central research question.*
3. *The abstract provides a brief description and demonstrates an appropriate application of the research methodology.*
4. *The abstract demonstrates awareness of an audience who are not necessarily experts in the field.*
5. *The abstract is clear, coherent and well organized.*

Additionally, three comments are possible for each review: (1) **Feedback** for the author(s), (2) **comment** for the editors to shed light on the quality of submission, and (3) a clear **recommendation**:

- Acceptance of the submission
- Conditional rejection of the submission with the option to re-submit
- Outright rejection of the submission

Re-submission is allowed, if the abstract has been submitted early enough (i.e. before 15 August 2018) and if at least one reviewer chooses the “conditional rejection (with re-submission)” option. Re-reviews will include the initial as well as revised submission and will most likely be performed by the same reviewers.

**Contact:** If you have any questions about participation, submission or the review process, you can contact us by [WorldCUR2019@uol.de](mailto:WorldCUR2019@uol.de) or via our official [Facebook page](#).

*We are looking forward for your submission and hope to see you at the World CUR 2019 !*

*Your World CUR 2019 Team*