

# National Speleological Society

## 2021 Convention

Weed, California • June 28-July 2

(Convention dates are subject to change!)

<http://nss2021.caves.org>



### Abstract Submission Timeline:

March 12, 2021	Abstract submissions open
May 1, 2021	Abstract submissions close
May 4, 2021	Abstract receipt notification

### Abstract Submission Requirements:

Authors must submit abstract(s) with the following:

- Name of Presentation/Title of the Paper
- Name of Presenter(s)
- E-mail address of Presenter(s)
- 300 word limit (see guidelines for writing a presentation abstract)

### Guidelines on writing a session abstract

An abstract is a brief stand-alone summary on the topic that you will be presenting. Wording should be easily understood by both the casual reader and the specialist. The title and content of the abstract will help the reader decide whether or not to attend your presentation. The abstract will also be a published record that you gave a presentation, on what topic, and a concise summary of your presentation.

### The abstract should consist of the following:

- A title that gives a good sense of what the presentation is about
- Author/authors names, affiliations, and contact information (email)
- An introductory or opening sentence that gives the reader a general idea of the presentation scope
  - Ex: exploration talks, give brief overview on location and geography
  - Ex: scientific talks, state research questions
- Significance of the work, topic, or research
  - Don't assume readers know this! Take the time to explicitly inform readers why the presentation is significant because many may not realize it. This may also inspire the reader to actually attend your talk!
- An explanation, in a few sentences, what topics or issues the presentation is about with enough detail so the reader has a general understanding of what is being presented
- Description of methods if appropriate

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- Summarization of the results and main points of the work or research
  - Provide as much detail as possible to the readers so they can read the results and content of your presentation in advance
- Discussion of any additional points or analysis on the work, topic, or research
- Conclusion
  - Ex: exploration talks, summarizes the overall results of your work
  - Ex: scientific talks, answer to the question posed and the recommendations being made given the new information presented

### What an abstract should NOT contain:

- Jargon terms (terms that only specialists would understand)
- Abbreviations or unfamiliar terms
- Personal attacks or criticisms
- Drawings, figures, or tables
- Citations or references
- Information that will not be covered in the presentation
- Noun clusters (string of nouns)

After the abstract is written, check the word length (300 words for session abstracts). If it is too long, omit unnecessary or redundant words and phrases, and combine sentences. Then, if it is still too long, shorten sections and omit any less important information. If the abstract is too short, go back and add more content detail, targeting the 300 word limit.