



Linguistic Society of America

Submitting an Abstract for the LSA Annual Meeting: A Webinar



Friday, June 7, 2019

1:00 – 2:30 PM EDT



What will we cover?

- Preparing your abstract
- Elements of the abstract
- What happens next?
- Resources for preparing your abstract



Preparing Your Abstract

- Word limits
- Page limits
- Anonymizing your abstract
- Saving your abstract as a .pdf
- Submitting your abstract



Elements of the Abstract

- Title
- Language and Language Family
- Submission type
- Linguistic fields
- Checkboxes
- Abstract length
- Abstract upload
- Abstract summary (text box and optional .pdf)
- Abstract declarations
- Author(s)

The Five-Minute Linguist, What Happens Next & Other Resources

- Submitting an abstract for the Five-Minute Linguist contest
- Abstract notification
- Preparing for the Annual Meeting
- LSA Resources



Preparing Your Abstract: Word Limit

- Word limit: 500 words of narrative text
 - titles, examples, trees, tables, figures, captions and separate references do not count toward the limit.
 - Inline citations and examples within the text do count towards the limit.
 - The title of the abstract should appear at the top of the page but does not count as part of the 500-word limit.

Preparing Your Abstract: Page Limit

- **One** 8.5x11 page
 - margins no smaller than 1/2 inch
 - font no smaller than 10 point
- **All content** (narrative text, titles, examples, trees, tables, figures, captions, and references) **must fit on one page.**

Preparing Your Abstract: Anonymizing

Do not list

Do not list yourself as the author (“The Phonology of Athabaskan, by J. Smith”)

Do not refer

Do not refer to yourself by name (“In Smith 2014, I state ...”)

Do not provide

Do not provide any other information that might reasonable cause reviewers to be able to identify you.

Do not include

Do not include your name in the file name (“SmithLSA2020”)

Preparing Your Abstract: PDF

- Abstracts must be submitted in .pdf format.
- Once you have prepared your abstract, print or save it to .pdf.
- **Do not** include your name in the name of your abstract file (“SmithLSA2020.pdf”)
- Check to make sure that it has not expanded to two pages when printed to .pdf; if it has, it should be shortened.
- If necessary, remove author information from the .pdf: open the .pdf, click on File→Properties and remove any identifying information from the “Author” field. If you are not able to remove the author information, contact me at drobinson@lsadc.org.

Submitting Your Abstract

- Abstract submission is through the LSA website.
- The submitting author of an abstract must be an LSA member. If there is more than one author, only the submitting author needs to be a member.
- You may submit **only one** single-authored abstract but any number of multi-authored ones.
- You **may not** submit identical abstracts to the LSA and to one or more of the Sister Society meetings.

Elements of the Abstract: Title



Add title where
indicated



If there are diacritics in
your title, use cut-and-
paste to insert them.



Note that your title also
appears in your one-
page .pdf abstract.

Elements of the
Abstract:
Language/Language
Family

Select one or more languages and one or more language families according to the language(s) you are working with.

These fields help match your abstract to reviewers who have expertise in the languages your abstract deals with.

Elements of
the
Abstract:
Submission
Type –
Paper or
Poster?

Posters are presented in three plenary poster sessions of 75 posters each, held on Thursday evening, Friday morning, and Saturday morning (N=225)

20-minute papers are presented in thematic sessions of 3, 6 or 7 papers on Thursday afternoon, Friday and Saturday morning and afternoon, and Sunday morning. Six concurrent paper sessions are running at any given time (N=168).

Elements of the Abstract: Submission Type

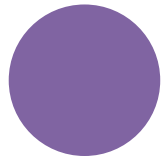
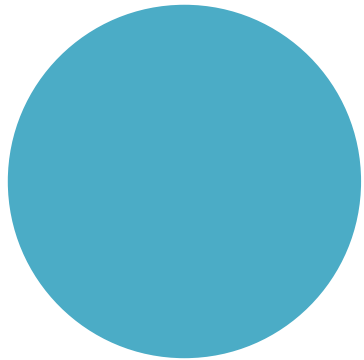
- If you list only a first choice, that is the only format your abstract will be considered for.
- If you list a second choice, your abstract will be considered for both formats, and it may be accepted in your second choice of format. **This is especially likely if you listed paper as first choice and poster as second,** because there are more spaces for posters available than for papers.

Elements of the Abstract: Linguistic Fields

- You must list a primary and a secondary linguistic field from among the dropdown menu choices.
- These are used to help match your abstract with reviewers who have the expertise to evaluate it.
- If there truly is no secondary subfield, the primary and secondary fields may be the same, but we encourage you to differentiate as much as possible; it helps with the abstract review process.

Elements of the Abstract: Checkboxes

- Click the checkboxes to indicate:
 - If your abstract concerns an endangered language.
 - If you wish your abstract to be considered for the Five-Minute Linguist Contest.
 - Checkbox for consideration for a poster or 20-minute paper is pre-checked.



Elements of the Abstract: Abstract Length

Enter the length of
your abstract in
the space
provided.

Elements of the Abstract: Upload



Upload your abstract using the the buttons provided.



Remember: the file name should not include your name (“SmithLSA2020.pdf”).



If you have difficulty uploading your abstract, email me at drobinson@lsadc.org.

Elements of the Abstract: Abstract Summary

Provide a 100-word version of your abstract in the box provided. This short abstract will be used in the Annual Meeting handbook if your abstract is accepted.

If your abstract summary contains special characters, diacritics, or formatting, please also upload a .pdf copy of your 100-word abstract summary to make sure it appears accurately in the Handbook.

If you are also submitting your abstract for the Five-Minute Linguist contest, include a 300-word version of your abstract in the box provided.

Elements of the Abstract: Declarations

Check all checkboxes to
affirm the declarations

Declarations are:

- That the abstract conforms to all specifications
- That your abstract is anonymized
- That your paper or poster has not been or will not be published before the Annual Meeting
- That you have submitted no more than one single-authored abstract

Elements of the Abstract: Author(s)

- Enter author names and affiliations.
- If there is more than one author, enter author(s) in the order in which they should appear.
- If an author is an LSA member, their name and affiliation will prepopulate after you have entered a few letters. If not, you can enter their name and affiliation manually.
- There is space for six authors on the form. If there are more than six authors, contact me at drobinson@lsadc.org if the abstract is accepted and let me know the names, affiliations, and order of the additional author(s).

Submit Your Abstract



Log in to the LSA website



Navigate to the 2020 Annual Meeting page



Click the green “Submit Abstract” button at the top of the page



Enter all the requested information



Click the “submit” button at the bottom of the page to submit your abstract.



Contact me at drobinson@lsadc.org if you have any difficulty with the above steps.

Submitting an Abstract: The Five- Minute Linguist

- If you are submitting an abstract for a paper/poster AND for consideration for the Five-Minute Linguist, follow all the steps above AND include a separate 300-word abstract for the Five-Minute Linguist.
- Check the checkbox to have your abstract considered for the Five-Minute Linguist.
- If you are submitting an abstract ONLY for the Five-Minute Linguist, complete all elements of the abstract submission (including, if necessary, “dummy” entries for abstract upload and 100-word abstract summary), include a 300-word Five-Minute Linguist abstract, check the checkbox to have your abstract considered for the Five-Minute Linguist, and UNcheck the box to have your abstract considered for a paper/poster.

What Happens Next?

You should receive an automated acknowledgment that your abstract was submitted. If you do not receive it, check your spam/junk folder. If you do not find the acknowledgment, contact me at drobinson@lsadc.org to confirm that we received your abstract.

Your abstract will be reviewed by at least three reviewers. Reviewers are Ph.D. linguists and may include members of the LSA's program Committee and volunteer "external reviewers."

Abstract Notification

- You will be notified of the Program Committee's decision late during the week of August 19th. We will let you know when notifications are being sent so that if you do not see yours, you can contact me at [drobinson@lsadc.org](mailto:d robinson@lsadc.org) for help.
- You will be notified of the date and time of the session to which your abstract has been assigned, and also of the format (which may be your second-choice format, if you listed a second choice).
- You will be asked to let me know no later than the end of August if you will need to withdraw your abstract.

LSA Resources

The Call for Abstracts

LSA Webinar: Abstract Writing: How to Convince in a Page:

<https://youtu.be/F6k9sqEHxp8>

Model sample abstracts: <https://www.linguisticsociety.org/resource/model-abstracts>

Guidelines for presenting a poster:

<https://www.linguisticsociety.org/resource/lsa-poster-guidelines>

Guidelines for presenting a paper:

<https://www.linguisticsociety.org/resource/lsa-paper-guidelines-0>



Plan for the Annual Meeting

- Make your travel plans
- Reserve your room at the Hilton New Orleans Riverside **using the online link that we will provide**, or mentioning the LSA conference rate if you reserve a room by phone. Available September 1.
- Register for the Annual Meeting on the LSA website. Available September 1.
- Attend the LSA for First-Timers Orientation on January 2.
- We'll see you in New Orleans, January 2-5!