

UFS Learning and Teaching Conference and Awards Abstract Submission Guidelines

This document is a comprehensive guide for authors, presenters, and contributors, outlining the procedures and requirements for submitting abstracts and related materials online for the UFS Learning and Teaching Conference and Awards.

We aim to facilitate an efficient and standardized submission process, ensuring accurate, complete, and successfully received submissions using the Oxford Abstracts management system. Adherence to these guidelines will streamline the submission process, enhance communication, and promote effective interactions between submitters and reviewers.

We encourage you to review this document and the [call for applications](#) document before completing your submission. If you have any questions or encounter difficulties, please refer to the contact information provided for assistance.

1. Steps to Submit Online Abstract

- Register a profile to access the Oxford Abstract online submission, follow this link <https://app.oxfordabstracts.com/stages/46402/submitter>
- Follow the verification process sent to the email used during registration. We advise you to use your UFS work email.
- Complete all required fields of the submission form:
 1. Authors and Affiliations (maximum 4)
 2. Select the relevant Innovation in Learning and Teaching category. If you wish to submit in more than one category, you will need to start the process anew for each submission.
 3. Provide an abstract title.
 4. Write an abstract with a word count limit of 350 words.
 5. Upload a biography and picture as a single document.
 6. Submit application.
- You will receive an auto-response email with a submission reference number and the date of the submission's outcome.



2. File format and sizes for upload

You are required to submit a biography of 150 words and a professional headshot picture. You can make one upload and are advised to combine the two in one document.

- Acceptable file types: pdf and doc, docx
- Maximum file upload size: 500 MB

3. Submission deadline

Prepare your submission and save it online until you are ready to officially submit your application. Submission closes on **14 June 2024 at 23:59**.

4. Technical support

If you have any technical questions or difficulty with the online submission platform, please contact Thuto Mvimbe (Mvimbetl@ufs.ac.za) or Thato Mosolotsane(MsolotsaneT@ufs.ac.za) for assistance.

5. Review Process

The abstract review process will be completed online and is anonymised.

- The review is based on the below criteria:
 1. Abstract title
 2. Focus
 3. Methods
 4. Results and significance
 5. Keywords
 6. Style and language
 7. Alignment
 - Review timelines:
 1. You will receive feedback on your abstract, and confirmation of acceptance or decline thereof between 15 - 22 July 2024.
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