Pacific Postgraduate Research Symposium

Pacific Voices XI
Thursday 25 September 2014

Guidelines for Abstract Submissions

The symposium publication will be in an A5 booklet format, consisting of a photograph and a short biography of each author on one page and his/her abstract on the other.

Absolute close-off date for Abstracts: 6 August 2014

Please ask your Supervisor to check your abstract before sending it to us.

Here is some information to help with writing your abstract and biographical statement.

1. Submissions must be made on the Pacific Voices Abstract Submission Form. Download and save this from http://www.otago.ac.nz/pacific under Postgraduate Students/Pacific Voices Postgraduate Symposium

2. Use 12pt font, Times New Roman, single-line spacing and left justification

3. Abstracts should not exceed 250 words

4. Biographical statements should not exceed 55 words

5. Title of abstract – this should summarise the main point of your project and not exceed 15 words

6. An abstract should be a self-contained description of your work. People reading your abstract should get a clear sense of:
   - What your research question is
   - How you are doing it, and
   - What you have found so far.

7. In other words, it should be structured so that it first describes the research question or aim of your research, followed by a description of your methodology, your results (to date) and brief conclusions about what your results mean within the broader context of your research.

8. For many of you, perhaps your work is still evolving and, in some cases, you won’t have clear results. It is fine to report what you have found so far and to offer tentative conclusions. Others of you may not yet have done any
fieldwork and would therefore just want to talk about what you expect to find, given your initial research.

9. Footnotes – should you need to cite other studies in your abstract, please observe the preferred style:

   a. Use a superscript in the text to cite an author or authors

   Example 1 Tokelau¹ identifies globalisation as coinciding with intra-firm trade.

   Example 2 Energetically, extracting electrons from water is thermodynamically unfavourable and the unknown mechanism that PSII uses to perform this task, using a tetra-manganese (Mn) cluster, has generated much interest.²

   b. At the end of the abstract list all the references, using APA Style, in numerical order as footnotes. See below for examples.

10. Keywords – supply three or four key words or phrases pertaining to your research

11. Biographical statement – you must also provide: a brief biography of yourself, of no more than 55 words. The required details for this are explained on the Abstract Submission Form and include:

   - the name of the academic department/unit to which you belong
   - your supervisor’s name
   - your email address so that anyone interested in your research may contact you.

12. Send your Submission Form (abstract and brief biography) as an email attachment no later than 6 August 2014 to pacific@otago.ac.nz. The subject line should read PVIX Abstract [and your surname].³

13. Students are strongly encouraged to join in the regular meetings (March to September) of the Pacific Postgraduate Reference Group at the Pacific Islands Centre. Watch your Puletini for details of meeting dates and the schedule of student presenters. All welcome.

14. Pacific postgraduate students at the University’s northern campuses (Auckland, Wellington and Christchurch) and Pacific postgraduate distance


³ You do not need to submit a photograph of yourself for the Pacific Voices publication. For standardisation and processing reasons, photos will be downloaded from the PIMS database.
students may be eligible for travel funding from Graduate Research Services to present their research at the Pacific Voices Symposium. Requests for support should initially be addressed to Tofilau Nina Kirifi-Alai (see PIC address below).

15. During the process of completing your submission, you may have queries or want guidance specific to your own abstract. You are very welcome to email either of the addresses given below and an appropriate person will get in touch with you as quickly as possible.

Criteria for prioritised selection to present in the Pacific Voices Symposium

1. Pacific postgraduate students in any academic discipline/research field
2. Criterion 1 students recently completed or in final year of the research
3. Non-Pacific students researching overtly Pacific topics.

The Pacific Voices Postgraduate Symposium is an established, very popular forum for presenting one’s research. Each year, however, we have more students than speaking slots available within a single day (maximum of 15). We use the above criteria to determine who gets a chance to speak. This does mean that not everyone will have a speaking slot. Please indicate on your Abstract Submission Form your availability (or not) to present at the Symposium so that we have an accurate picture of the available cohort.4

Whether or not you have an opportunity to present your work in the Symposium, if your abstract has been accepted by the Editorial Team, it and your biographical statement will be included in the Pacific Voices publication.

Best wishes

Pacific Voices XI Editorial Team5

Contact addresses:
Pacific Islands Centre          pacific@otago.ac.nz
Dr Claire Matthewson         claire.matthewson@otago.ac.nz

4 Poster presentation is also available as a limited option (for up to three students). Please note, however, that assistance with production costs is not provided.
5 Drs M Taumoepeau, A Durutalo. I Iati, F Sopoaga, P Vakaoti, and C Matthewson, and Ms C Pau