Eötvös Loránd University • Department of English Linguistics • Instructions for abstracts

- your abstract should be conference-style:
    – max. two pages
    – single-spaced
    – 1-inch margins on all sides
    – typeset in a font no smaller than 11pt.
    – example items can either be interspersed with the text or be placed on p. 2 of the abstract
    – references should be included (an additional page may be used for references if necessary, but make an effort to insert the references (or at least the most important ons) at the foot of the second page; the formatting of the bibliography can be optimised to save space, e.g., by separating individual entries with a bullet point or semi-colon rather than with a hard return)

- your abstract can be on any topic related to the material discussed in class and/or in the readings assigned; it does not have to be *directly* related to any specific material discussed in the course of the semester

- your abstract should be written for an audience broader than the participants of the seminar; it should be submittable to a conference or workshop: either a general-linguistics conference or a conference/workshop dedicated specifically to the topic of your abstract or to the language (family) from which the data discussed in your abstract are drawn
→ do not presuppose familiarity with discussions that took place in class during the semester: if you are drawing on material discussed in the seminar, introduce it to your reader in the abstract itself; the abstract should be self-sufficient

- your abstract should have a title — and the title should serve as a snapshot of the contents of the paper: informativity should always trump entertainment (i.e., it is better to have a boring but highly informative title than a funny but opaque one)

- your abstract should be internally organised in such a way that the reader will get a clear sense of the structure of the argument, throughout the text
    – give your reader an immediate sense of what the abstract is about and what its main empirical and theoretical contributions will be — an introductory paragraph concisely laying out the abstract's aims and claims is highly recommended
    – it is also advisable to include a closing paragraph in which the main results of the investigation are summarised, and in which the broader (theoretical or empirical) implications of the findings are sketched
    – everything in between the introduction and the closing paragraph should present the data and their analysis in as transparent and logically structured a way as possible
    – do not write your abstract in a 'stream of consciousness' kind of way; do not present the material in a way that reflects your own discovery procedure, but have the reader in mind: make the material optimally accessible to the reader (rewrite several times if necessary)
    – structure your abstract with numbered sections; if there is space for section titles, use those as well, and make your section titles maximally informative

- it may be a good idea to look around (on LinguistList) for a conference/workshop to which to submit your abstract, and to write the abstract with the reviewers for that conference/workshop in mind: that should help you submit your abstract immediately after having incorporated the feedback on it

- your abstract should be saved as a PDF document

- your abstract should be delivered as soon as possible, but in any event no later than one week before the end of the exam period (consult the ELTE academic calendar for details); the rule of thumb is to start working on your abstract at your earliest convenience, and to set ample time aside for this