

## The Title, Abstract, Session Description, and Citations

This is the crux of your proposal! Please take time to review the information in this section as well as the [Checklist for Proposal Writers](#) carefully. You may find it helpful to use the Proposal Worksheet or to type in a word processing program for easier proofreading.

### **An Important Note Before You Start**

Each year some proposals are disqualified because they violate the guidelines below.

A proposal will be disqualified if

- it is submitted after the deadline;
- it is not submitted electronically through the abstract management system;
- it is incomplete or completed without following the guidelines in the call for proposals;
- it includes the presenter(s) or organizer(s) name(s) or institution(s) in the title, abstract, or summary;
- it contains plagiarized content;
- it or a similar proposal is submitted to multiple strands; or
- it promotes a commercial interest.

### The Title

Your title appears in the convention program and app. As such, it should be clear to the intended audience and accurately reflect the content of the presentation.

Maximum of 10 words

No exclamation or question marks

Only approved acronyms/abbreviations

#### Capitalization Rules

Capitalize the first letter of the title and most words, including the word after a hyphen, slash, or colon.

Use lower case for the first letter of articles, prepositions, and conjunctions of three or fewer letters.

#### Capitalization Examples

An Exploration of Identity in TESOL

Self-Reflection as Practice

### The Abstract

The abstract is a concise description of your proposal. It appears in the convention program book and app for attendees to find sessions of interest. It is also scored by reviewers in the rating process. Consider including key words your audience may search for. Please note that TESOL staff editors reserve the right to edit abstracts for length and clarity.

Maximum of 50 words

**Do NOT include presenter name(s) or institution(s) or publication(s).**

**Do NOT include citations; they will be removed.**

#### Style

Use third person present tense, *e.g.*,  
This workshop encourages ...  
The presenters explore ...  
The panelists begin by ...

### The Session Description

This portion of the proposal describes the presentation concisely and demonstrates the presenter(s) expertise. See the Proposal Worksheet for suggestions on writing effective proposals.

Maximum of 300 words

**Do NOT include presenter name(s) or institution(s).**

#### Style

Spell out all acronyms on first use other than those on the accepted acronyms list.

### Citations

You may include citations for sources referenced in the summary in this separate field. This allows citations to be provided without substantially reducing the word count in the summary.

Citations may be given in APA or any other format that allows the original work to be located.

### A Note About Language

TESOL acknowledges a range of Englishes as a part of “professional quality” writing. Please ensure that your writing follows the standards and conventions of the professional community, as raters use writing quality as one indication of the probable quality of the presentation.

## Approved Acronyms for 2023-2024

Acronyms on this list need not be written out in the proposal. All other acronyms should be written out on first use.

L1	First Language
L2	Second Language
CALL	Computer Assisted Language Learning
CBI	Content-Based Instruction
CLIL	Content and Language Integrated Learning
EAP	English for Academic Purposes
EFL	English as a Foreign Language
EL	English Learner
EIL	English as an International Language
ELL	English Language Learner
ELT	English Language Teaching
ESL	English as a Second Language
ESOL	English for Speakers of Other Languages
ESP	English for Specific Purposes
IEP	Intensive English Program
ITA	International Teaching Assistants
NNEST	Non-Native English Speakers in TESOL
SLA	Second Language Acquisition
TESOL	Teaching/Teachers of English to Speakers of Other Languages
TEFL	Teaching/Teachers of English as a Foreign Language