



**Pacific Postgraduate Research  
Symposium**

***Pacific Voices XXI***  
**Thursday 31 October 2024**

**GUIDELINES FOR SUBMISSIONS  
ABSTRACTS AND PROFILES**

The symposium publication will be an A5 booklet format comprising short biographical statements and photographs of each author on one page and his/her abstract on the other. Reviewed by an internal academic Editorial Committee, the booklet is annually published by the University of Otago Research Archive (OUR Archive). Your presentation will be recorded and published as open access conference proceedings in the booklet (freely downloadable). Contributors will be able to download the booklet and reference their presentations as research outputs.

For previous examples of Pacific Voices Symposium publications visit the OUR Archive [website](#).

Deadline for Abstracts and Profiles

**12 noon, FRIDAY 27 SEPTEMBER 2024**

Please ask your supervisor(s) to check your abstract and biographical statement before sending it to us.

## Abstracts and Profiles

1. Submissions – can be made by using the online form here:  
<https://forms.office.com/r/Uxzc7cm4Qp> or by scanning the QR code below:



- a. **PLEASE NOTE** that in order to access and submit the online form **you must be signed in to your University of Otago account** and you will be prompted to sign in when you follow the link or the QR code.
2. Title - should summarise the main point of your project and **not exceed 15 words**.
  3. Abstracts –
    - a. Should **not exceed 250 words**.
    - b. Should be a description of your research. People reading your abstract should get a clear sense of
      - i. What your research question/aim/objective is;
      - ii. How you are approaching the question/aim/objective; and,
      - iii. What you have found out so far.
    - c. In other words, your abstract should be structured so that it first describes the purpose or *aims* 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.
    - d. For many of you, your work will still be evolving and in some cases, you won't have clear results yet. It is fine to report on what you have found *so far* and offer tentative conclusions. Others may not yet have done any data collection and

would therefore just want to talk about what you expect to find given your initial research. We welcome abstracts like this as well.

4. Keywords –
  - a. Supply three or four key words or phrases pertaining to your research. If phrases are included, the *overall* word-count should *not exceed* eight words.
5. Biographical statement –
  - a. Provide a biography of yourself that does **not exceed 55 words**.
  - b. The details in the form include:
    - i. The name of the academic department/unit that you belong to
    - ii. Your supervisor's name(s)
    - iii. Your **Otago email address** so that anyone interested in your research may contact you.
6. Photograph – needs to be a good quality, professional-looking portrait photo. Please submit a photo of yourself using the relevant section of the online web form. If you do not submit a photo, the photo we hold for you in e-vision will be used instead.
7. References – are not expected for the abstract. Your abstract will be read by some who are not familiar with the specialist language of your field or the critical literature you refer to. Therefore, we encourage you to compose abstracts in plain language and without references.

If you feel like you really must use a reference, please do so using the APA referencing style which includes in-text parenthetical reference, eg. (Smith, 2024) and a full bibliographic reference at the end of your abstract. If you are referencing a specific page number, please format your in-text citation accordingly (Smith, 2024, p. 1).

## **Before you submit your abstract**

8. Ask your supervisor(s) or a friend to look over the abstract for you. You never know what you might have missed, and it never hurts to ask someone with fresh eyes to review your writing.
9. Ensure that the abstract you are submitting is **new** or updated and that you are not resubmitting an abstract you have used at a previous *Pacific Voices* symposium or in other published conference proceedings.
10. Consider whether you want to present on the day or whether you only want to have your abstract and biographical details published in the booklet which still counts as a published research output. You will be asked about this in the submission form.
11. If you are not based in Dunedin but you'd like to present, there are two options: you can either present remotely on Zoom or you can travel to us in Dunedin.
  - a. If you'd like to present on Zoom, make sure to tick the right box for remote presentation in the online form.
  - b. If you'd really like to travel to Dunedin and present in person but you don't have

any funds to do so, speak with your supervisor about funding opportunities or get in touch with us and we'll see if we can help: [pacificvoices@otago.ac.nz](mailto:pacificvoices@otago.ac.nz)

## Submitting your abstract

12. **Submit your abstract via the [online form](#)** or via the QR code at point 1 of this guidelines document.
13. **For those who are not intending to present**, complete the online submission form per the instructions and ensure that you tick "I WILL NOT be able to attend or present on the day BUT I WOULD LIKE my abstract and biographical statement included in the symposium booklet if it is accepted". This is at question 5 of the online form.

## Criteria for prioritized selection to present in the Pacific Voices Symposium

The Pacific Voices Postgraduate Symposium is an established, recognized academic forum for presenting one's research and projects. In any year, however, we may have more students than speaking slots available within a single day. The criteria below are used to determine who gets a chance to speak. Please be sure to indicate on your submission form your availability (or not) to present at the Symposium so that we have an accurate picture of the available cohort.

1. Pacific postgraduate students presenting in the Pacific Voices symposium for the first time.
2. Pacific postgraduate students who have recently completed their research project or who are in the final stages (writing up) of research in any academic field.
3. Pacific postgraduate students in any academic field doing a postgraduate degree with a significant written research component.
4. Non-Pacific postgraduate students undertaking research in any Pacific-related field

Whether you present your work at the Symposium or not, if your Abstract or Profile has been accepted by the Editorial Team, it will be included in the *Pacific Voices* publication along with your biographical statement.

We look forward to receiving your abstract submissions, learning about your amazing research, and we really look forward to another year of research excellence displayed by you, our postgraduate Pacific students, at Ōtākou Whakaihu Waka, University of Otago.

## Pacific Voices Committee 2024

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