

# **Short Paper Guidelines**

## **Gender and Sexuality at Work**

A Multidisciplinary Research  
and Engagement Conference

## Short Paper Guidelines

A short paper is more than just a longer version of an abstract.

Instead, it will contain elements of research papers, such as theory, details of methods, discussion of findings and their implications, comparisons to similar work, references, and other relevant elements that are in research papers.

This short paper will appear in the conference proceedings.

# **Short Paper Guidelines**

## **File format**

- Paper size: A4.
- Font: Times New Roman 12-point font.
- Margins: 2.5 cm (1 inch).
- Pages: four in total, single-spaced.
- Saved as a PDF document.

# Short Paper Guidelines

## General Structure

**Title:** a good title is short and informative. Avoid abbreviations and formulae.  
Some more tips can be found [here](#).

**Running head:** The running head should be a brief version of the title of your paper, no more than 50 characters long (including spaces). It should appear in uppercase letters at the top left of each page of your manuscript.

### Abstract (1/2 page)

- Up to 200 words.
- A clearly signposted summary of all the key elements of the research.
- If accepted to present, this abstract will go on the conference website.
- 5 keywords.

# Short Paper Guidelines

## General Structure

### Introduction to the research (1/2 page)

- Purpose of the study (i.e., predict/address the “so what?”).
- Research questions or hypotheses in plain language.
- Define necessary terms.
- Include references and comparisons to similar work.

### Methods (1/2 page)

- Description of research design, procedures and data collection techniques.
- Sample size and key demographics.
- For theoretical papers, such as a narrative reviews or essays, there is no need to incorporate this section. You can use the space towards your argument.

# Short Paper Guidelines

## General Structure

### Overview of findings (1/2 page)

- Report on findings relevant to research question/hypotheses.
- Include images when relevant.
- For theoretical papers, such as a narrative reviews or essays, there is no need to incorporate this section. You can use the space towards your overall argument.

### Implications (1 page)

- **Theoretical:** Explain the significance of the work, (i.e., how this research contributes to the field and why it is unique and impactful in a way that is distinct from previous research). Address the obvious questions raised by the research. Include counterarguments or problems that may arise when applying this research. Cite relevant work in the area.
- **Practical:** Explain how the key findings can be applied to practical experiences or transformed into applications. This section should not be an afterthought. It is an integral part of the story you want to tell your audience and it should help frame the whole paper, the same way your theory will help you present a coherent story.

### References (1/2 page)

- Use APA or any other reference system relevant to your discipline.

# Short Paper Guidelines

## General tips 1/2

- Straightforward, simple language is better. Avoid jargon unless absolutely necessary and explain new terminology when you do include it.
- Make work easier for the reviewers too. Signpost core sections and ideas.
- Use succinct, short sentences that can be understood by broad audiences.
- Structure of argument in the intro:
  - The introduction should answer: What is this? Why should I read it? and What should the reader think about/consider doing/react to?
    1. Engage the reader by beginning with something like a provocative question, an interesting quandary, or an example that highlights the importance of the research.
    2. Clearly identify the subject area, potentially using key words from the title in the first few sentences.
    3. Give context by briefly reviewing literature available on the research subject and what was known in the area before this contribution.
    4. Describe where your research fits into the current literature.
    5. State the hypotheses or research questions and give rationale for the choice of study design.

# Short Paper Guidelines

## General tips 2/2

- Choose an interesting but clear title:
  - The title should be informed by: the purpose and scope of the research, the narrative tone of the paper and the methods used to study the issue.
  - Avoid titles that are too long and use unnecessary/obvious words (i.e., “A study to investigate...” or “A review of...”). Short titles often have more views and citations.
  - Ensure the title is specific enough and not too broad (i.e., “Gender issues” or “Qualitative research”).
  - Include “catchy” phrases if they fit within the context of the study
  - Consider using a subtitle, which can:
    1. Explain or provide additional context
    2. Add substance to a literary, proactive or imaginative title or quote
    3. Qualify the geographic or temporal scope of the research
    4. Identify the methodology used.
  - The title and abstract are read in conjunction, so they should be complementary.

# Short Paper Guidelines

Reach out to us if you have  
any questions:

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