Instructions to Authors

Please note that by submitting an abstract you will be designated the corresponding author for that abstract and all communications regarding the abstract (submission, review, presentation etc.) will be sent to the email address you used to set up your account. There is no restriction to the number of abstracts that can be submitted.

Note:
Once you click '**submit'** your abstract cannot be amended. Abstracts can ONLY be amended while they are in '**draft'** version but please make sure you send your abstract by clicking "**submit**" before the deadline of **25th February 2018**.

All abstracts are reviewed by the International Scientific Committee. Authors will be notified by 20th March 2018 on acceptance of their submission.

To login to the abstract submission portal please click here:

https://happening.eventsair.com/10th-conference-on-gender-equality-in-higher-education/gehe-abstract-submission

or follow the link on the conference website.

Abstract Submission Portal Sign In

Thank you for your interest in presenting. The contribution of presenters is critical and we value your input greatly. Please sign into the Abstract Submission Portal with your account email address and password. If you have not yet submitted an abstract or registered for the meeting, please create a new account below. If you have any questions regarding your submission, please contact judy@happeningconferences.com

Sign in

Email Address [   ]

Password [   ]

[Sign in]

New Account

[Create New Account]

Firstly you will need to click the button 'Create New Account' to set up a user profile so that you can access the abstract submission portal.

Before you can submit your abstract you will need to enter your contact details by clicking on the 'Contact Information' tab

And then the 'Create Contact' button

Once your contact details have been submitted you can then click on the 'Abstract Submission' tab and begin to enter your abstract information.

Abstract Title
Please type your abstract title in the title field. A maximum of 20 words is permitted. This field does not allow the use of special characters (diacritic marks, scientific symbols etc); when you upload your abstract please include the full correctly formatted title (including any special characters) above the main text of the abstract.

Presentation Type
Complete panel (duration 1h30)
Individual oral communication
Poster

All contributions submitted will be peer-reviewed by an expert panel. Sessions will be arranged according to the quality of the contributions, the number of papers submitted on each topic, and on room availability. Those abstracts that are accepted but not selected for oral presentation will automatically revert to poster presentation and will be placed in a suitable poster session. **The decision of the International Scientific Committee in this matter will be final**.

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page.

By submitting an abstract you will be designated the corresponding author for that abstract and all communications regarding the abstract (submission, review, presentation etc.) will be sent to the email address you used to set up your account.

Title and Presentation Type	Abstract Title	Draft

Abstract Title

Title can not be longer than the specified number of words

- Title and Presentation Type
- Theme
- ✔ Authors And Affiliations
- Abstract Upload
- Complete Panel Details
- Review
- Submit

Title

Word Limit 20   Word Count 0

Presentation Type

Choose your presentation type from the drop down list below

Presentation Type

Complete panel (duration 1h30)
Individual oral communication
Poster

Save As Draft   Continue

Theme

Abstracts should be submitted to one of the themes below, however the International Scientific Committee will have the final decision regarding which session accepted abstracts are allocated to.

A. Public policies and legal provisions promoting gender equality
B. Higher education reforms and their gender impacts
C. Structural change and institutional gender equality plans
D. Indicators, measurements and metrics
E. Gender balance, diversity, discrimination, intersectionality
F. Gendered access to decision-making positions
G. Leadership and management in promoting and achieving gender equality
H. Internationalisation of academia
I. Men and masculinities
J. Resistance against gender equality; implicit bias
K. Career pathways, and impediments to advancement
L. LGBTIQ+ and gender/sexual identities
M. Sexual harassment, gender-based violence and sexist behaviour
N. Gender implications in research funding
O. Gender-based research, teaching and learning, including across disciplines
P. Gender research and integration of findings into higher education, including beyond social science and humanities
Q. Gender equality and anti-discrimination training for teachers, equality professionals and academic and scientific leaders and managers

Home   Contact Information   Abstract Submission   View Abstracts   Sign out

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page.

By submitting an abstract you will be designated the corresponding author for that abstract and all communications regarding the abstract (submission, review, presentation etc.) will be sent to the email address you used to set up your account.

| Title and Presentation Type |
| Theme |
| ✔ Authors And Affiliations |
| Abstract Upload |
| Complete Panel Details |
| Review |
| Submit |

Draft

Theme

Choose a theme for your abstract from the list below

Theme   [⌄]

Save As Draft   Continue

Authors/Presenting Panellists and Affiliations

First, enter the affiliations (Institute) of all authors/presenting panellists (click the 'Add Affilliation' button to add additional affiliations).
Please enter affiliations in sentence case, i.e. capitalise only the first letter and proper names of the affiliation (Institute), City, County/State and Country.

Next, enter the details of all co-authors/presenting panellists and in the affiliations field enter the number of the corresponding affiliation that you entered above. In the case of a co-author/presenting panellist having multiple affiliations, please enter the affiliation numbers separated by a comma (with no spaces, e.g. "1,2"). Please enter co-authors'/presenting panellists' names in sentence case, i.e. capitalise only the first letter of the Title, First Name, Last Name and Position (Job Title).

Please identify the Presenting Author/Panel Chair by clicking the 'Presenter' field in the appropriate box.

Co-author/presenting panellist details must be entered in the order they wish to appear in the abstract book (full names, affiliations, and identity of the presenting author/panel chair who is expected to register for the meeting; presentation by a co-author who is registered for the meeting is acceptable if the first author is unable to attend; submitting authors will assume responsibility for the content on behalf of co-authors).

Affiliations

Draft

Enter the affiliations of all co-authors/presenting panellists. Please click "add affiliation" to add each new affiliation.

1 ✖

Affiliation	
City	
County/State	
Country	

⊕ Add Affiliation

Co-Authors/Presenting Panellists

Enter the details for each co-author/presenting panellist below. If a co-author/presenting panellist has more than one affiliation, please enter all relevant affilliation numbers separated by a comma, for example 1,2

Each submission must have one Presenting Author/Panel Chair. Please identify who this is by ticking the box labelled "Presenting Author/Panel Chair" when entering their details.

1 ✖

Title	
First Name	
Last Name	
Presenting Author/Panel Chair	☐
Position	
Affiliations	

⊕ Add Co-Author/Presenting Panellist

Save As Draft   Continue

Preparation of your abstract for submission

1. Abstracts must be submitted in .docx format (MS Word 2007 or later)
2. You must use the font Times New Roman size 12
3. Top and bottom margins must be set at 3cm and left and right margins: 2.5cm
4. Your abstract must include the title and abstract text. Do not enter any author information.
5. **Abstract Title**
    The title should clearly identify the contents of the abstract. Please enter your abstract title in sentence case, i.e. capitalise only the first letter of the title and then any proper names or acronyms. Scientific names should be *italicised*. A maximum of 20 words is permitted.
6. **Abstract text**
    A maximum of 500 words is permitted. Please do not include any references in your abstract. Authors should ensure that the abstract is written in acceptable, standard English. Authors whose native language is not English are urged to have an English-speaking colleague review the paper before sending it.
7. **Uploading abstract**
    Before uploading your abstract please:
    a) When naming your abstract file please use the surname of the first author in the author list as your file name (e.g. Smith.doc, Carradine.doc etc.).

b) Please carefully check your file for viruses, using the most current virus-checker, before uploading it to the abstract submission portal.

Note: Hard copy submission (by email, post or by fax) will not be accepted and abstracts which don't comply with these instructions will be rejected.

Title and Presentation Type	Abstract Upload	Draft
Theme	**Preparation of your abstract for submission**	
✖ Authors And Affiliations	1. Abstracts must be submitted in .docx format (MS Word 2007 or later)	
Abstract Upload	2. You must use the font Times New Roman size 12	
Review	3. Top and bottom margins must be set at 3cm and left and right margins: 2.5cm	
Submit	4. Your abstract must include the title and abstract text. Do not enter any author information, images, graphs or references.	

Preparation of your abstract for submission
1. Abstracts must be submitted in .docx format (MS Word 2007 or later)
2. You must use the font Times New Roman size 12
3. Top and bottom margins must be set at 3cm and left and right margins: 2.5cm
4. Your abstract must include the title and abstract text. Do not enter any author information, images, graphs or references.
5. **Abstract Title**
The title should clearly identify the contents of the abstract. Please enter your abstract title in sentence case, i.e. capitalise only the first letter of the title and then any proper names or acronyms. Scientific names should be italicised. A maximum of 20 words is permitted.
6. **Abstract text**
A maximum of 500 words is permitted. Authors should ensure that the abstract is written in acceptable, standard English. Authors whose native language is not English are urged to have an English-speaking colleague review the paper before sending it.
7. **Uploading abstract**
Before uploading your abstract please:
a) When naming your abstract file please use the surname of the 1st author in the author list as your file name (e.g. Smith.doc, Carradine.doc etc.).
b) Please carefully check your file for viruses, using the most current virus-checker, before uploading it to the abstract submission portal.

Note: Hard copy submission (by email, post or by fax) will not be accepted and abstracts which don't comply with these instructions will be rejected.

Click Browse to locate your completed abstract file. Once you have selected your abstract file, click Upload to upload your abstract.

Content	📂 Browse ...

[Save As Draft] [Continue]

Before submitting your abstract you will have the opportunity to check your abstract details in the Review Summary. If you are happy with each section then please click continue.

You must click the button to confirm that you agree to the terms and conditions to submit your abstract.

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page.

By submitting an abstract you will be designated the corresponding author for that abstract and all communications regarding the abstract (submission, review, presentation etc.) will be sent to the email address you used to set up your account.

✔ Title and Presentation Type
✔ Theme
✔ Authors And Affiliations
✔ Abstract Upload
Review
Submit

Draft

Abstract Submission

If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions below before you can proceed.

Please read the following terms and conditions and tick the box below to confirm that your abstract submission:
1. Is original and previously unpublished;
2. Contains no libelous, unlawful or otherwise actionable matter;
3. Does not infringe any copyright or violate any other intellectual property or privacy right of any person or entity.

Conflict of interest
If any of the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission please let us know by emailing details to: abstracts@happeningconferences.com.

☑ **I agree to the above Terms and Conditions**

Save As Draft   Submit

==Important: Presenting authors must register for the conference by the early closing date of **Friday 29 June 2018**. Authors not registered will have their abstract removed from the abstract book.==

If you have any problems please email abstracts@happeningconferences.com