

Writing an Extended Abstract

The CAIS/ACSI conference has, for a long time, used the extended abstract as the main form of scholarly communication for submissions to, and proceedings of, the conference. They are somewhat a unique form of scholarly communication which aims to balance the summative features of traditional shorter abstracts and the comprehensive details of a full paper.

Since the extended abstract is a relatively rare form of scholarly communication that perhaps not everyone has had an opportunity to write, we offer some guidelines on how to write a successful extended abstract for the CAIS/ACSI conference.

Specific Advice on Extended Abstracts on Conceptual or Theoretical Research

Extended abstracts focused on conceptual or theoretical work should be laid out clearly and logically. In the past, unsuccessful submissions have often been convoluted and/or failed to provide much in the way of necessary or relevant context. Address the “so what?” question: describe the importance or impact of this idea / concept, what conceptual, research, professional problem it addresses, how it advances the field, etc.

Specific Advice on Extended Abstracts on Empirical Research

Extended abstracts that report on empirical research should retain the components of a traditional research article (i.e., introduction, literature review, methodology, findings/discussion) although in a much more precise manner. In the past, unsuccessful submissions have often failed to provide much in the way of methodology. Provide at least the essential components of your methodology.

Submissions that have yet to have data collected, but that are planned to have finished by the conference can omit findings and discussion in their initial submission. You could instead present some hypotheses. In place of findings, you can instead focus the majority of the extended abstract on foundational elements of your study such as your introduction, literature review and methodology.

General Advice for All Abstracts

- The extended abstract should aim to present or encapsulate a complete idea, address a research question, or advance an issue.
- The extended abstract should have a logical internal structure (i.e., with introduction, body paragraphs and conclusion).
- The extended abstract should be a rigorous piece of academic writing that is well-supported by other scholarly writing (e.g., it synthesizes work, analyzes, reviews, critiques, etc.). It must be grounded effectively in its context and theoretically and/or methodologically clear as appropriate.

- Consider the diversity of the CAIS/ACSI audience. If presenting on a technically or otherwise complex topic (e.g., statistical, philosophical), it may be beneficial to provide some translation or summary of those findings or arguments into clear language.
- Some suggestions of sections that can be omitted from an extended abstract, where applicable: future work, details of implementation that are obvious or plausible to reviewers, ramifications not relevant to the key ideas of the abstract.