

LCA XVII Abstract Submissions

- 1) Write 1-2 sentences describing the issue you are addressing.
- 2) Start a new paragraph
- 3) Write a few sentences describing your approach to the issue. Make sure that this approach is LCA related.
- 4) Start a new paragraph
- 5) Provide some results that describe the key outcomes of your work. If your analysis was measurable, provide key numerical results. A small table may be appropriate. If your results are preliminary, that is good: we are especially interested in new ideas. That is why this conference has a compressed timeline between abstract submission and the conference—we want your new ideas.
- 6) Start a new paragraph.
- 7) Tell us why your results are important. If they have policy implications, say which ones might be affected. Remember that as LCA professionals we are interested in sustainability (especially environmental sustainability). Tell us how your results help make the world a more sustainable place, or how they give us a new way to think about sustainability or sustainability analysis.

Using Conftool to Submit your Abstract:

- Go to www.conftool.pro/lcaxvi/
- Click on the link: “Create an account and submit a contribution”
- Fill in all mandatory fields, which are marked with an *, then choose a username and password. *(Note: if you will be requiring an invitation letter for a visa application to travel to the United States, please include your passport details and travel plans, this information is not necessary if you do not require this letter).*
- Confirm your registration by clicking on “Submit and Begin with Submission of Contribution.” You can now enter your abstract. If you wish to confirm your registration and enter your abstract later simply click on “Create a User Account Only, Submit Contribution Later.”
- Once you create your account, the system will send you a confirmation email. When you receive it, please validate your email address through the link sent in the email. *(Note, if you do not receive a confirmation email and are unable to log in please contact: Debbie Steckel dsteckel@aclca.org)*
- ENTER the abstract title in the field at the top
- ENTER yourself as an author. Co-authors are added in the same way – if they are not located in the database, you will be asked to enter their information.
- DECIDE if you want to write a paper for the conference proceedings: mark the appropriate place.
- USE spell check and grammar check.
- BE complete! You have a 350 word limit for the body of the abstract, plenty of room to explain yourself. Also note that abstracts are usually longer than 100 words.
- PROPERLY cite works, using the citation system. Citations should be numbered in the text (e.g. [1]). The system will assign the citation numbers sequentially, so you do not need to enter the numbers as part of the citation.
- SELECT your preferred kind of presentation (oral/poster/student poster contest). The review committee may not agree.
- SELECT up to three topics for your abstract. These topics will help the organizers choose which session to place abstracts in if they are selected for an oral presentation. So please think carefully where your abstract would fit.
- REMEMBER: by submitting the abstract you are explicitly and irrevocably giving ACLCA copyright to the document and to presentation material. If you do not want to have your work appear on the ACLCA website, do not submit an abstract.
- WRITE your paper to be reviewed for the proceedings (if you choose this option).
- Make sure to select “Complete Submission” in order to save your submission.

- Until the closing date for submissions, you can edit your abstract or withdraw (an resubmit) your contribution. The last uploaded version at the time of the closing deadline for submissions will be considered for review, unless the contribution was withdrawn after submission.
- If the body of the abstract does not display properly, it could be due to formatting that is dragged in from your word processing program. Passing the text through a simple text editor can usually clean that up.

Things not to do

- DO NOT provide an abstract of work that was published elsewhere.
- DO NOT focus your abstract on a commercial product developed by your organization. If a new commercial product was used or developed, focus on the issues it addresses, and the results obtained from the use of the product. If your abstract seems like a sales pitch, it will be rejected.
- DO NOT exclusively cite your own work. If you must cite your work, make sure that your abstract is building on it, not repeating it.
- DO NOT leave out your results! The absence of results is the most common complaint of reviewers, who especially like to see numbers.
- DO NOT run over the 350 word limit.
- DO NOT enter the title or authors into the body of the abstract.
- DO NOT submit an abstract if you do not intend to be at the conference.
- DO NOT be surprised if you submit multiple abstracts and only one is selected for an oral presentation. The conference has only so much space and we are working to assure fairness and diverse representation in the conference. Your abstract will be reviewed by the conference technical committee through a double blind system.
- The reviewers will be rating the abstracts based on:
 - ✓ Quality of Content
 - ✓ Significance for theory or practice relating to LCA
 - ✓ Originality: level of innovativeness and adding something new to the field of LCA
 - ✓ Thematic relevance to the conference theme
 - ✓ Quality of submission (Please make sure you use grammar and spell check. Consider asking a colleague to proof read your submission).