ProMAC2025 Abstract Self Checklist

[Title]

☐ Do not use expressions such as A and B in the title. (It is preferable to one paper per one subject).

☐ Titles like magazine articles or product descriptions are inappropriate. (Papers are intended to introduce content reflecting academic research or practitioner experience. content. Titles should not be intended to attract attention or to introduce products with difficult expressions.)

☐ Expressions included in the title that are considered to violate moral or ethical codes, including any metaphors, will be considered unacceptable and inappropriate

☐ Subtitles should generally not be used as part of the paper title (they can however be included in the main text. Subtitles are generally used to indicate a broader area that cannot be expressed in the subject and to indicate that the presentation is part of it. In principle, they should be the name of a series of research studies.)

☐ Make sure there are no spelling mistakes.

☐ Make sure the title is concise, clear and written in such a way that a third party can easily understand it

[Abstract]

☐ Ensure the word count is between 200 and 400 words.   If the abstract word count is outside of this range, it will not be accepted

☐ Make sure there are no unnecessary spaces, full-width characters, or symbols.

☐ Abstracts do not use paragraphs. Make sure it is one paragraph.

☐ No figures or tables are allowed in the abstract. Also, do not use bullet points with line breaks.

☐ References should not be cited in the abstract.

☐ There should be no spelling or grammatical errors and nor should there be the incorrect use of the past, present or future tense

☐ It should be written clearly so that the meaning is clear to a third party.

☐ First person pronouns such as "I" or "we" should not generally not be used as they can lose objectivity. In most cases, this can be resolved by using passive voice. The same goes for company names and product names. Do not introduce yourself, your company or products, including in the main text.

☐ In general, abbreviations should not be used. For terms that are repeated three or more

times in the abstract, the full spelling may come first and the abbreviation may follow, such as Project Management (PM).

☐ Please make sure that there are no defamatory statements. Please be proactive in checking statements made by the author which may be unclear as to whether they were attributed to them. It is not permitted to use materials from a company or consulting firm without their express permission.

☐ The content should be specifically and concisely described, including the "background of the issue," "method of research and analysis (if a report, what was done)," and "results." Abstracts that are merely a preview of the presentation content are not appropriate.

☐ The title and the content of the abstract should match.

[Keywords and Phrases]

☐ Keywords can be used for document searches. Words included in the title should not be used as keywords.

☐ Please write five keywords.

☐ Do not use abbreviations for keywords. For example, Project Management Office should not be written as PMO.

[Author Information]

☐ University and company names should be written correctly in English. Please check official sources (for example, an official website) for the correct spelling. It may seem an obvious thing to get right, but there can often be mistakes made

☐ Please ensure the authors name is written as first name then surname

☐ Please indicate your current affiliation. Former jobs should not be shown, such as former XX. If you do not have an affiliation, please write "Independent".

☐ In respect of affiliation, only the organization name (company name, university name, etc.) should be shown.

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