Top Tips for writing a ‘Conference Reflection’

What is a conference reflection piece?

A conference reflection piece is linked primarily to the University of Greenwich annual conferences – SHIFT and APT, however we welcome submissions that deal with reflections on other learning and teaching conferences. The content of the reflection should be linked to the author’s experience of the conference. You can reflect on your own presentation or somebody else’s. A reflection piece is usually relatively short and shouldn’t exceed 1000 words.

What should I include?

Conference reflection piece is fairly flexible in its structure but we would expect the authors to adhere to the following:

- Provide an abstract – due to the length of a Conference Reflection Piece an abstract can be simply a two sentence summary of your argument
- State
- Refer to the literature – situate your reflection within the relevant literature and current debate
- Refer to an overall theme of the conference – while you are invited to reflect on an individual session, your reflection should refer to the overarching theme of the conference
- Reflect, don’t evaluate – it’s not about your evaluation of the presentation or the conference but about your reflection and your thinking about the subject matter stimulated by the experience of the conference
- Reflect, don’t report – while certain amount of description is useful, do not focus on reporting what happened at the conference but rather reflect on the experience

Things to remember

Consider the audience – you are writing for a teaching and learning journal, the readers want to know about pedagogical use of the technology you’re reviewing so don’t include too much technical information

Ensure that you have the correct copyright clearance for any material in your paper that is already © to a third party, e.g. pictures.

Ensure that your manuscript conforms to Harvard style guidelines for citations and references. More information on Harvard style can be found at http://www.gre.ac.uk/studyskills/referencing

The text is spaced at 1.15 line; uses an Arial 11-point font; and all illustrations, figures, and tables are given appropriate titles and placed within the text at the appropriate points, rather than at the end.

Include a short (50-100 words) biographical note, which describes the authors’ institutional affiliation, current job title, and relevant accomplishments, positions, publications, and teaching responsibilities.

Include 3-5 key words