

## Hints on writing an abstract:

### **PURPOSE of Abstracts:**

An abstract is always a short document because it is a summary of your research. Usually, the length of the abstract is specified. So, before you begin writing, find out how long your abstract should be (for example, 1600 characters or a maximum of 300 words) and your abstract should be close to, but should not exceed, the stated limit. Abstracts that exceed the maximum word limit may be rejected because they will not fit within pre-set publication page sizes.

Your abstract should briefly:

State the topic of the research.

Give the main objective of the research.

Indicate the methodology used.

Present the main findings.

Present the main conclusions.

Acknowledge sponsor.

It is essential that your abstract includes keywords of your research, as it will allow researchers to conduct searches of abstract publications. Because you are limited to a few hundred words for your abstract, you can only cover these areas briefly. The main findings and main conclusions of your research are especially important since these areas are of most interest to readers.

### **COMMON PROBLEMS:**

Too long. If your abstract is too long, it may be rejected, as abstracts are used in publications, and those usually have a specified maximum number of words due to size limitations. Abstracts are often too long because people do not count their words (your word processing program can do this) and make their abstract too detailed (see below).

Too much detail. Abstracts often include unnecessary details leading to excess length. Your abstract is not the place for detailed explanations of your methodology or for details about the context of your research problem. The space allows only for presentation of the main points of your research.

Too short. Shorter is not always better. For example, if your word limit is 200 but you only write 95 words, you probably have not written in sufficient detail. If your abstract is too short, you should review it to see where you could include more explanation. Keep in mind that readers may decide whether to read about the rest of your research based on your abstract.

Failure to include important information. Use care to ensure you have covered the points listed above. As an example, if you spend too much text explaining your methodology, you may not have space to describe your conclusions.

**See next page for abstract template example:**

**Abstract #:** (we provide this)                      **Presented by:** Your full name, your degree, your classification (graduate student, medical student etc.)

**“Title”** The Title of Your Poster Goes Here (Text Should Be in Title Case)  
Names of all authors. List all persons who contributed to the project, Underline their names. List their Affiliations, by Department, College and University or Institution, separate text with commas

**Keywords:** List up to five relevant keywords in this section.

**Objective:** One or two sentences describing why the research was performed.

**Methods:** One paragraph describing research methods used.

**Results:** One or two paragraphs of text spelling out the research outcomes. If any graphs or charts are used, they must be printed in black and white and be small enough to not cause the abstracts to exceed the word count and page size requirements.

**Conclusion:** A few sentences describing the conclusions drawn from the research results.

**Research supported by:** list funding source name and information if applicable

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**Note:** Page margins are pre-set, and a one-half page size limit applies to the abstract. (Most abstracts will be about 250-350 words in length, including the title and the research supported by line.)