

Writing an Abstract

Stages of Writing an Abstract

Plan	Draft	Review	Peer Review	Edit	Package
<ul style="list-style-type: none"> Start early Choose a novel topic – appeal to broad audience Ask “how does content add to current knowledge of topic?” 	<ul style="list-style-type: none"> Review instructions – word count, format, headings. Draft in Word file (even if submission format is electronic) 	<ul style="list-style-type: none"> Allow sufficient time Set aside draft and read with fresh eyes Edit for grammar, spelling, flow, sentence structure 	<ul style="list-style-type: none"> Select someone who is rigorous and will offer constructive feedback Allow sufficient time before due date 	<ul style="list-style-type: none"> Consider comments of reviewer(s) Edit to strengthen abstract Revisit spelling, flow, etc. Revise, revise! 	<ul style="list-style-type: none"> Revisit author guidelines Use a style that is easy to read and follow Make it easy for reviewer(s) to read and find key elements

What is an Abstract?

- A condensed version of a larger work, e.g. a paper or presentation
- A self-contained document – stands alone and makes sense

Helpful Hints for Conference Submissions:

- Read abstracts from conferences or journals for ideas and format
- Select an innovative-cutting edge-relevant topic
- Write an attention grabbing title
- Select the BEST conference track
- Ensure objectives match content
- Format using headings if word count limit allows
- Check grammar, spelling, readability – make it easy for the reviewer to follow the story
- Build presentation experience – start with local conference submissions, co-present with a mentor or experienced presenter

Why Write An Abstract?

- Selection** – Submission for presentations journals, proposals, grants
- Assist audience** – help readers or conference attendees decide if they should read an entire article or attend a presentation
- Indexing** – contains key words or phrases that allow for easy searching of on-line databases

For consultation, contact Research and EBP Team through Center Station Hub (click [HERE](#))

Abstract Checklist

- Is the title clear, descriptive, innovative?
- Can people from other fields understand it?
- Is the abstract clear and concise?
- Are acronyms explained?
- Is the abstract free from grammar, spelling errors, and awkward sentence structure?
- Is the abstract factually correct?
- Are the guidelines (such as word count limit) followed?

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