



Guide to Write an Abstract

What is an Abstract

- An abstract is a succinct summary of a larger piece of work, published in isolation from the main text to act as a reference tool and entice readers to the full document.
- It should report the essential facts contained within the document.
- It should not exaggerate or contain material not in the main text.

Why Write an Abstract?

- To summarize a longer piece of work
- To submit an application to write a paper for a conference or journal
- In both cases, you should have specific guidelines as to how the abstract should be written and presented, including a maximum word count.

How to Write a Structured Abstract

Write a succinct, (approximately 250 word) statement detailing the purpose of the paper in order to provide a context for the reader.

- This should include:
 - Purpose,
 - Design/Methodology/Approach
 - Findings
 - Value
- If applicable, it should also include:
 - Research limitations
 - Practical implications
 - Social implications

Order

- Follow the
 - chronology of the paper,
 - using headlines as guidelines if necessary,
 - making sure there is a consistent flow of information.
- The text should be written in the active voice as well as include the use of keywords and technical language if required, to help with searching for the paper by potential users.

Category

- Choose a category for the paper that best describes it.
- This may be a :
 - Research paper
 - Viewpoint Paper
 - Technical paper
 - Conceptual paper
 - Case study Paper
 - Literature review (Bibliometric Analysis) Paper
 - General Review paper



Final Touches

- Make sure to edit, review and peer review to omit any grammatical, spelling or typographical errors.