

Tips for Writing an Abstract

1. Present the topic of your work in the first sentence.
2. Keep it clear. Keep it concise.
3. Avoid passive verbs. Instead, choose active verbs to describe what was done.
4. Remain within the guidelines. If the conference gives you a word count maximum, stick to it.
5. Provide logical transitions. The reader should not have to guess where the approach ends and the results begin.
6. Use **POWERFUL** language.
7. Avoid sentences that have no real information. If it does not move the reader toward your purpose, cut it out.
8. Use simple words. Avoid jargon and acronyms that need to be explained. Write for a general audience.
9. Use complete and short sentences. Do not omit small words in order to save space.
10. Abstracts are generally read along with a title; do not repeat or rephrase your title.
11. ~~Proofread~~. Proofread.