



A guide for writing a good abstract for conference presentation or poster

1. Points to remember:
 - a. The focus of all abstracts is not the same.
 - b. Abstracts are structured highlights of the overall presentation or poster and should give the main points.
 - c. Take note of prescribed format rules outlined (subheadings, font size, length).
 - d. Abstracts are expected to be a short, pithy summary.
 - e. Use short, clear sentences.
2. Title: this should be a concise summary of the abstract. Link key features together to convey your message.
3. Structure: if no subheadings are suggested then use generic subheadings to provide structure to the abstract
 - a. Background:
 - i. Try to limit to 5 or fewer sentences. Start with a sentence or two that summarises previous work.
 - ii. Content should relate directly to the purpose, aims, question.
 - iii. Content explains why this study/project/work is important/why it matters/what it will add to the science.
 - b. Aim/s:
 - i. Begin “the aim of this study/project is...”
 - ii. Should be able to state the aim in no more than 3 sentences.
 - c. Method/s:
 - i. If the abstract is for a research study, include the design, setting, sample, measurement tools, analysis approach.
 - ii. If for a project include the setting, participants you worked with, project intervention, evaluation strategy.
 - iii. If for a case study, include the design, setting, participant.
 - iv. Should be appropriate to the aims.
 - d. Results and/or Discussion
 - i. If the abstract is for a research study, include the sample size, composition, simplified demographics, and primary outcome results.
 - ii. If for a project include what was done and what did the evaluation show.
 - iii. Should flow from the methods and be consistent with the aims.
 - iv. Discussion is around the aim or purpose. What was answered, what was not.
 - e. Conclusion/s
 - i. What are the practice/research/education implications? Should the intervention be adopted? Is more research needed? What are the questions that need to be addressed?

Sources

Hall, GM (2008). *How to Write a Paper (4th Ed)*. Massachusetts USA: Blackwell Publishing

Shapiro, S.E. and Donaldson, N. How to write a good abstract: Dos, Don'ts, and Helpful Hints. UCSF Stanford Center for Research & Innovation in Patient Care