

Abstract Guidelines

A good abstract helps the reader quickly and clearly understand the project. The abstract should be coherent, concise, unified and able to stand-alone. The abstract uses specific headings based on the type of project or research study. Below are some tips to help as you write.

Page Layout: Use 1” margins all around.

Length: Limit the Abstract to 300 words or less. (using Arial with 12 font size).

Title: Use a short title that gives a concise picture of the project (15 words or less).

Authors: List the people who developed, carried out, evaluated and/or wrote the reports for the project. Being listed as an author means recognition and credit for work as part of the project team. Usually, the first author listed has the most responsibility in the work of the project. Students sometimes use alphabetical order by last name.

Headings: Use the exact headings as provided on the fill-able abstract form in the abstract submission packet. These headings provide a framework to structure and present the work so that it is understandable to a wide audience and emphasizes the use of evidence in day to day practice.