Abstract Deadline: (Friday) 10 February 2006

title: catchy, provocative, should identify object of study
thesis statement: should set out your argument exactly and specifically
   “I think X because Y”
ensure that your topic fits within the scope of the conference
write for the educated lay reader
make clear what your presentation is about
make clear what method you will use to investigate your topic
be economical: say precisely all that you need to say, but eliminate words/expressions that add no
   information or serve no stylistic purpose
be interesting
be an authority on your subject
avoid wordiness by watching out for redundancies, wordy constructions, e.g., “there is”
leave yourself some “wiggle room”: if you prepare and submit your abstract before you have
   completed research and writing, your (hoped-for) conclusions may need to be altered; you
   may also find material for inclusion that was not available when your abstract was crafted
proofread

The Informative Abstract covers:
1. purpose
2. scope
3. methods used
4. results
5. recommendations
6. conclusions

LINKS
http://www.gmu.edu/departments/writingcenter/handouts/abstract.html (see below)
   The Writing Center Guide to Writing an Abstract
http://papyr.com/hypertextbooks/engl_102/abstract.htm (see below)
   Writing an Abstract (see over)
http://www.uhv.edu/ac/style/mla.html
   MLA Quick Reference Guide
http://www.uhv.edu/ac/style/apa.html (see below)
   APA Quick Reference Guide
http://www.uhv.edu/ac/style/apaabstracts.html
   Tips for Writing an APA-Style Abstract
Abstracts are very common in academic writing, and they have a fairly standard form. In essence, abstracts inform the reader of six bits of information about the piece of writing being summarized:

**Descriptive** abstracts include information about:

1. **purpose**
   - What is the author's reason for writing?
   - What is the author's main idea?
2. **scope**
   - What is the author's focus in this piece?
   - Where does the author concentrate his/her attention?
3. **method**
   - What kinds of evidence does the author provide?
   - How does the author try to convince the reader of the validity of his/her main idea?

A descriptive abstract need not be longer than several sentences if it adequately summarizes the information.

The **informative** abstract is an expanded version of the descriptive abstract. In addition to information about

1. the purpose,
2. scope, and
3. methods used,

the informative abstract includes

4. **results**
   - What are the consequences of the problem or issue that the author is discussing?
5. **recommendations**
   - What solutions does the author present to the reader to resolve the problem of issue in the piece?
   - Does the author recommend action or change in his/her piece?
6. **conclusions**
   - Does the author describe a 'cause and effect' relationship or explain the origins of this issue or problem?
   - What conclusions does the author draw from his/her study of the issue or problem?

An INFORMATIVE abstract summarizes the entire report and gives the reader an overview of the facts that will be laid out in detail in the paper itself. It is rarely longer than one page and should never exceed more than 10% of the length of the entire report; otherwise it defeats its own purpose.

How to write an informative abstract:

- Plan to write an abstract that is no more than 10% of the length of the essay.
- In the first draft, note key facts, statistics, etc. that you need to include.
- Do not include a statement of scope; a sentence like "this paper will look at...." is inappropriate in an informative abstract.
- Be sure to omit or condense lengthy examples, tables, and other supporting detail.
- Revise the draft into smooth, stand-alone prose; the abstract itself should be a mini-essay.
- Edit the revision. Be sure that the abstract is complete and accurate. Double check that the abstract is written in the same voice as is the paper.