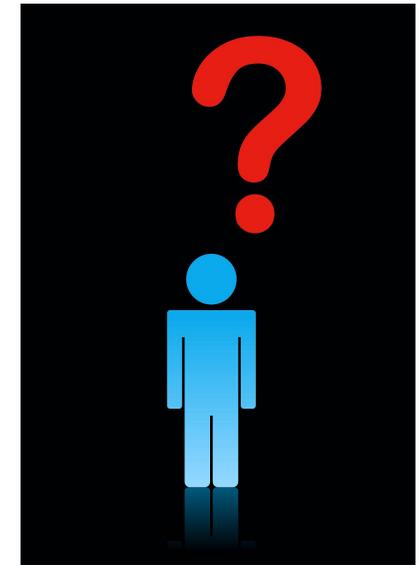


ABSTRACTS

What is it? How do I write one?

An abstract is a brief summation of your entire paper. Key points to include:

- * What is the topic? Why is it important?
- * What method or approach is used to address the topic?
- * What are your key findings?
- * What conclusions and recommendations stem from your results?



INFORMATIONAL

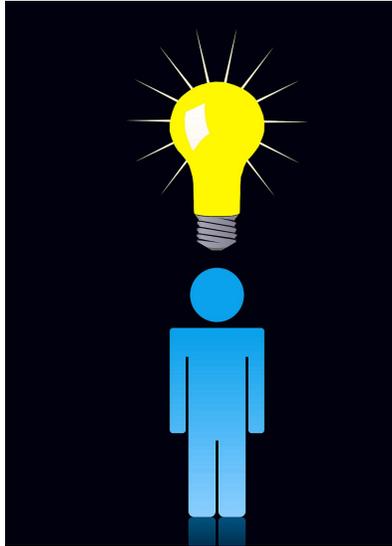
- communicate contents of reports
- include purpose, methods, scope, results, conclusions, and recommendations
- highlight essential points
- are short—from a paragraph to a page or two, depending upon the length of the report (10% or less of the report)
- allow readers to decide whether they want to read the report

DESCRIPTIVE

- tell what the report contains
- include purpose, methods, scope, but NOT results, conclusions, and recommendations
- are always very short— usually under 100 words
- introduce subject to readers, who must then read the report to learn study results

Extended Essay Abstract

- NOT to exceed 300 words
- to be placed immediately AFTER the title page
- must state clearly:
 - * the research question being investigated
 - * the scope of the investigation
 - * the conclusion(s) of the extended essay



COMMON PROBLEMS

Is the Abstract Too Long?

- Take out details that are too specific or minor.
- Make sure the abstract strictly follows the chronology of the paper.
- Delete any new information.

Is the Abstract Too Short?

- Make sure there is an introduction-body-conclusion structure in place.
- Ensure that there are logical connections included.

STEP BY STEP

READ ONCE

- Read the essay/article once and highlight the thesis, main analytical points, and conclusion.

WRITE ONCE

- Write or type out the highlighted sentences. Resist the urge to copy & paste; being mindful and aware of your words will result in a better abstract.

BACK OFF

- Step away & disconnect from the assignment for 10 minutes or so. Set a timer if you're a procrastinator.

DIVE IN AGAIN

- Read your working abstract a couple of times. Now re-read the paper. Revise based on your answers to the following questions:

- 1) Is the thesis clearly stated? Is the conclusion included?
- 2) Are the main ideas logically articulated?
- 3) Does the abstract "match" the essay?

TIP: Once you're at this stage, ask someone to read both texts. Having someone who is NOT working on the same assignment is best; an "outsider" can objectively tell you if the abstract & essay match. The LHS Writing Center is open Mon-Fri 2:30-4:30p (hint hint)

Eliminate wordiness and superfluous information.

Delate grammatical and mechanical errors.

Include important information originally left out.

Touch up organizational and coherence issues.