

## **Abstract Formatting Guidelines**

### **General Formatting**

- Times New Roman in 11 pt.
- No tab stops at the beginning of the paragraph.
- No literature citations should be included in the abstract.
- Do not write text in all capital letters.
- Each of the 5 sections below must be included with one blank line after Sections 3 and 4.
- Refer to the example abstract to clarify the instructions.

### **Section 1: Abstract Title**

- Use title case. Ex: Using Title Case is Important

### **Section 2: Author Names**

- The presenting author's name is first, in bold font, and is followed by each co-author's name.
- Each author should be listed as follows: first name, middle initial (if desired), and last name.
- Ask your undergraduate research mentor if he or she wishes to be included as an author in addition to being listed as your mentor. If so, add him or her to the author list.
- Do not use titles (Dr.) or degrees (Ph.D.).
- The appropriate department/school superscript should be listed after each author.

### **Section 3: Author Department and School Affiliation**

- List the department and school of each author.
- Use official department and school names.
- Begin each department and school affiliation with a different numbered superscript.
- If the affiliation is the same for multiple authors, one entry and superscript should be used.
- Separate each affiliation by a semicolon.

### **Section 4: Abstract Body**

- Word count: The body of the abstract should contain no more than 250 words.
- Content
  - Introduction (What is the topic?)
  - Objective (Which problem/knowledge gap were you trying to address?)
  - Methodology/Approach (How did you go about addressing this problem?)
  - Results (What was the outcome of your project?)
  - Conclusion (What does it all mean for your discipline, society etc?)

### **Section 5: Research Project Mentor or Advisor**

- Include the heading "Mentor(s):" or "Advisor(s):" followed by their name(s).
- Names should be formatted the same as the author names.
- After each name list their department, school, and institution (or business, city, and state).
- If more than one mentor is listed, separate each with a semicolon

For an abstract sample and the link to the abstract template, see the next page below.

## Abstract Sample For Formatting

Section 1	A Very Important Research Project to Improve Society
Section 2	<b>John Z. Zmith</b> <sup>1</sup> , Harold H. Hinterbottom <sup>2</sup> , Sage Edelweiss <sup>1</sup> , and Sam S. Starburst <sup>1</sup>
Section 3	<sup>1</sup> Department of Anatomy, IU School of Medicine; <sup>2</sup> Department of Economics, IU School of Liberal Arts
Section 4	Author introduces the main subject and purpose of the research/project, indicates why the research/project is important, and places the research/project in a larger topical context (introduction). Author describes data sources and methods of data collection and convinces the reader that the methods employed were appropriate to the research/project (methods). Author describes what they learned, providing outcomes for the main results or an explanation for why no results were achieved. Author relates the results to the <b>research/project question (results). Author describes the correlation between the research/project and its results, and the conclusions, anticipated or final, that they draw from the research/project. Author describes how their work will contribute to the field</b>
Section 5	<b>(conclusion).</b>  <b>Mentors: Sage Edelweiss, Department of Anatomy, IU School of Medicine, IUPUI; Mark Fruschel, Acme Business Solutions, Hartford, CT</b>

### Abstract Examples for Different Disciplines

[https://writing.wisc.edu/Handbook/presentations\\_abstracts\\_examples.html](https://writing.wisc.edu/Handbook/presentations_abstracts_examples.html)

### Abstract Writing Tutorial

<https://users.ece.cmu.edu/~koopman/essays/abstract.html>

Click [here](#) for the abstract template form. Only abstracts using this template form will be accepted.