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 work? art, music, dramatic performance)
  - Approach (What is the construct of the performance, demonstration, or presentation? Discuss what about the work challenges conventions, employs new methods or emerging technology, etc.)
  - Observation (is there something you want your audience to know?)
  - Conclusion (Optional! How would you contextualize your work on a societal level?)

Section 5: 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 Project to Improve Society

John Z. Zmith\textsuperscript{1}, Harold H. Hinterbottom\textsuperscript{2}, Sage Edelweiss\textsuperscript{1}, and Sam S. Starburst\textsuperscript{1}

\textsuperscript{1}Department of Fine Arts, Herron School of Arts and Design; \textsuperscript{2}Department of Communication Studies, IU School of Liberal Arts

Section 2

Author introduces the main subject and purpose of the performance/project, indicates why the performance/project is important, and places the performance/project in a larger topical context (introduction). Author describes approach and methods and convinces the reader that the methods employed were appropriate to the performance/project (approach). Author describes what they want their audience to learn (observation). Author describes the correlation between the performance/project and its results, and the conclusions, anticipated or final, that they draw from the performance/project. Author describes how their work will contribute to the field (conclusion).

Section 3

Mentors: Sage Edelweiss, Department of Fine Arts, Herron School of Arts and Design; Harold H. Hinterbottom, Department of Communication Studies, IU School of Liberal Arts

Section 4

Abstract Examples for Different Disciplines

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.