

## Do's and Don'ts

### Group Suggestions:

*These suggestions are the result of group discussions during the Abstract Writing Workshops.*

#### Do:

- Be precise, clear, and short, so people understand you better
- Determine and highlight the key points of your work (e.g., what research gap are you filling with your research?)
- Use enticing language that draws people in
- Know your audience/event
- Stick to the word limit
- Have consistent flow
- Proofread: avoid simple mistakes with spelling and grammar
- Make sure you meet the expectations of our audience; know who your audience is and what they want
- Make sure you spend proportionate amounts of time in each component (Introduction/Aim/Methods/Results for an Informative abstract and Background/Purpose/Focus of work for a Descriptive abstract) according to the work done

#### Don't:

- Don't mention personal details
- Don't be wordy.

### More Advice:

*These suggestions were compiled by the Workshop facilitator from a number of different sources.*

#### Do:

- Use concise language.
- Make sure your language is easily understood by a wide audience.
- Make sure your language is appropriate for your audience and sparks their interest.
- Information should naturally flow from one statement to the next.
- Explain what the results mean and their implications.

- Focus on the essence of the research or issue.

Don't:

- Do not include information in the abstract that you don't plan to present in a paper, poster, or presentation.
- Do not define terms.
- Do not cite other works.
- Do not give too many (unnecessary) details. That is, do not give a summary of the work.
- Do not cite specific details or numbers.

### References:

Abstracts. The Writing Center · University of North Carolina at Chapel Hill. (2021, September 22). Retrieved from <https://writingcenter.unc.edu/tips-and-tools/abstracts/>

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Hurley, M. (2020, August 11). Eleven common mistakes when writing an abstract. Writing clear science. Retrieved from <https://www.writingclearscience.com.au/abstractmistakes/>

The University of Adelaide. (n.d.). Writing an abstract: Writing Centre learning guide. Retrieved from <https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/learningguide-writinganabstract.pdf>