

# WRITING ABSTRACTS

SUMMER URSCA PROGRAM

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# OBJECTIVES FOR TODAY

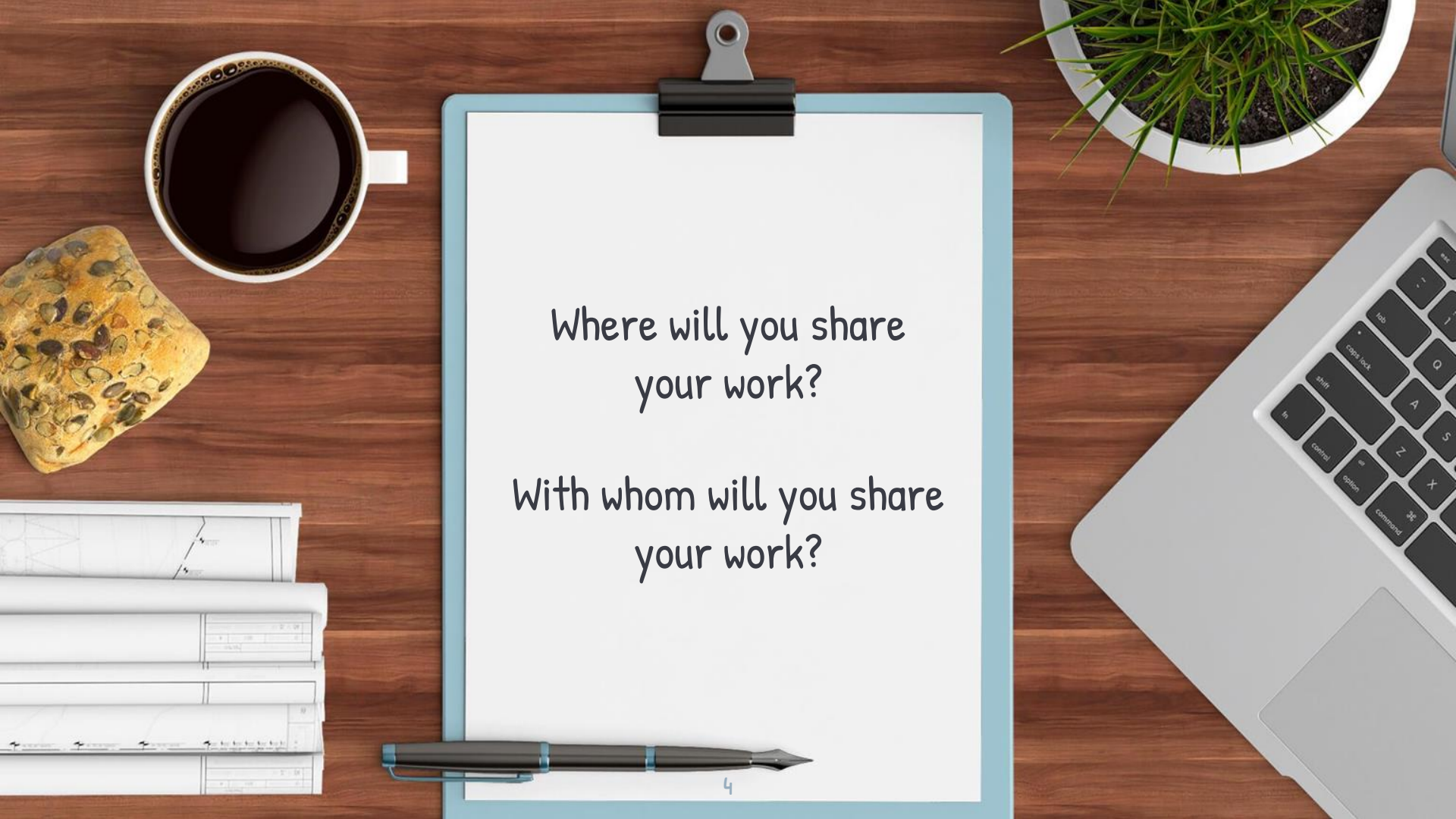
1. Identify purposes of an abstract
2. Deconstruct components of an abstract
3. Familiarize with COSS abstract criteria
4. Draft a COSS abstract for your project



1.

# Purposes of an Abstract





Where will you share  
your work?

With whom will you share  
your work?

## PURPOSES OF AN ABSTRACT

### Selection:

- > Presenting at a conference
- > Writing a paper or book
- > Submitting a grant
- > Gaining an audience

### Indexing:

- > Keywords
- > Searchable
- > Library catalogs
- > Online databases





# TYPES OF ABSTRACTS

Descriptive  
Informative

## TYPES OF ABSTRACTS

### **Descriptive**

- › Short, usually < 100 words
- › Includes keywords
- › May include:  
framework/scope,  
methods/approach
- › Won't include: results,  
conclusions, evaluation

### **Informative**

- › Longer, ~150 - 300 words
- › Includes keywords
- › May include:  
framework/scope,  
methods/approach, results,  
conclusions, summary of main  
points





2.

## Components of an Abstract



## DISCIPLINARY COMPARISON OF ABSTRACT COMPONENTS

### **Humanities**

- › Indexing keywords
- › Original document
- › Thesis
- › Background
- › Approach
- › Conclusion
- › Expectations

### **Sciences**

- › Indexing keywords
- › Original document
- › Scope/framework/purpose
- › Methods
- › Results
- › Implications
- › Expectations

## UNIVERSAL TIPS FOR WRITING ABSTRACTS

### Clear

Use specific keywords found in the larger work.

Provide the most relevant and compelling information from the larger work.

### Concise

Re-read and revise to eliminate unnecessary words.

Say as much with as few words as possible.

Follow word limit guidelines.

### Consistent

Use the same writing style as the larger work.

The abstract is an original work and stands alone, but should “fit” with the larger work it summarizes or describes.



3.

## COSS Abstract Criteria



## ABSTRACT CRITERIA

informative

≤250 words

- › significance/framework/problem
- › thesis/argument/hypothesis
- › research process or methods
- › results or anticipated results
- › special formatting and symbols

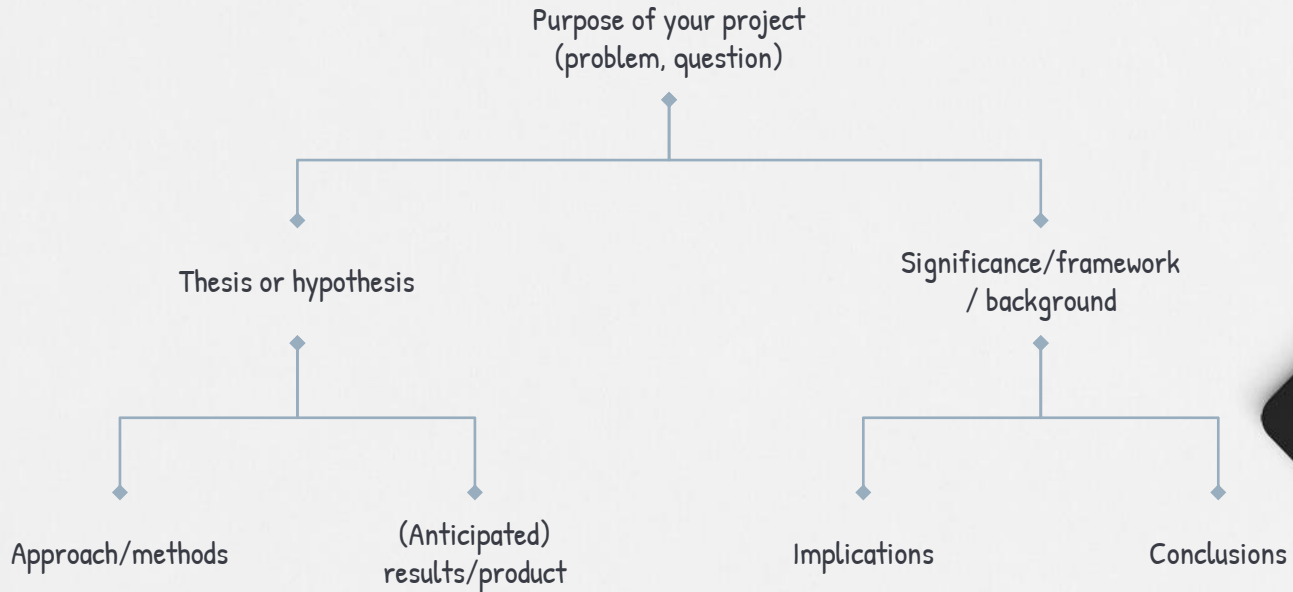




4.

## Drafting your COSS Abstract

# DRAFTING YOUR COSS ABSTRACT





## START BY WRITING 1-2 SENTENCES FOR EACH COMPONENT

Purpose of project

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Thesis or hypothesis

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Approach or methods

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(Anticipated) results,  
product

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Conclusions,  
implications

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Significance,  
framework, background

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## CREDITS

UNC-Chapel Hill Writing Center

University of Wisconsin – Madison Writing Center

Indiana University Bloomington Writing Tutorial Services

Philip Koopman, Carnegie Mellon University

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