

Undergraduate Research Symposium

Preparing an Abstract

In general, abstracts are brief summaries of the research or study in which you have participated. The title of the study, listing of co-authors, and department/school/university should be listed at the beginning of the abstract.

The first named co-author must be:

- an undergraduate
- the person who will present the research at the symposium
- the person who completes the online registration form

The remaining information in the abstract should appear as a single paragraph of not more than 250 words (longer abstracts will not be accepted). This paragraph should include the following components:

- A brief statement introducing the topic of the study as well as the objective or hypothesis to be tested in the study.
- A description of the research methodology used. If the research methods are not novel, this may be covered with a single sentence. However, if the methodology is new or central to the hypothesis, you may need additional information.
- A summary of the results of the study.
- A statement of the conclusions of the study as well as the implications of the results.

Before writing the abstract. Work from a brief outline using the bulleted points above as the starting point. The summary of results is the area with the greatest leeway in terms of length. Remember that your audience may be diverse and that discipline-specific “jargon” should be avoided or may need to be explained.

Abstracts are difficult to write. Abstracts are brief and need to contain a lot of information. If, in your first attempt, the abstract is too long, hold onto the most significant information and weed out words and phrases that add little to the understanding of the research. Rewrite sentences to achieve an economy of words without affecting the description of the work.

Abstracts are identical whether the abstract is for a poster or an oral presentation.

Other guidelines for the abstracts include:

- Formatted as an MS-Word document
- Set in Times New Roman (Times), 12pt., black
- Single spaced
- One-inch margins all around
- References are not required with the abstract
- Do not include tables or figures in the abstract

Upload the completed abstract when registering.