

# English Academic Writing: Unit 7 Abstract&Documentation

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## English Academic Writing: Unit 7 Abstract&Documentation



### Unit Seven

### Abstract & Documentation



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#### Learning Objectives

- To understand the elements and features of an abstract;
- To become aware of the use of verbs and tenses in an abstract;
- To learn how to provide keywords in an abstract;
- To understand reference styles;
- To write an abstract and create a reference list.

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## I. The information elements of an abstract.

a. background	b. objective	c. materials	d. approach
e. findings	f. conclusion	g. implication	h. limitation

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## II. Keywords.

In order to increase the probability that a paper will be read and retrieved, it is necessary to select 3–5 keywords from categories like discipline, topic, location, methods, and data so that they can potentially improve citation counts and journal impacts.

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## III. Language Focus

### 1. Verbs, Sentence Patterns, and Verb Tenses

In writing an abstract, verbs, sentence patterns, and verb tenses should be considered carefully. The following two tables demonstrate some good points that you can refer to when writing an abstract. Table 1 presents verbs and sentence patterns and Table 2 is related to verb tenses.

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### III. Language Focus

Table 1 Verbs and Sentence Patterns in an Abstract

Information Elements	Verbs	Sentence Patterns
Background	originate, provide, summarize, review,...	The theory comes/stems/emerges/originates from... The theory is obtained from...
Objective	develop, explain, address, aim, attempt,...	This paper develops a theoretical framework to... This report/thesis/presentation... explains/outlines/ summaries/evaluates/surveys/develops/investigates/ discusses/focuses on... the results of...
Research focus(es)	present, discover, include, study,...	The chief aim/main purpose/primary object/major objective/ principal goal of the study is to present... The main purpose of this essay is to discover...
Research process	examine, conduct, analyze, discuss, consider, investigate,...	Firstly, ...was examined..., and then, the experiment on... was conducted. After... was analyzed, the results were discussed. Before the questionnaire was designed, ...must be considered.

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Information Elements	Verbs	Sentence Patterns
Methods	observe, collect, estimate, calculate, measure,...	The curative effect/sensitivity/function of certain drug/kit/ organ was observed/detected/studied. The experiment was designed to collect the data on...
Research results	show, present, indicate, demonstrate, illustrate, imply,...	It has been found/observed/proved/shown that... These experiments indicate/reveal/show/demonstrate that... The approach/method/framework promises to be... The results show/indicate/suggest that... It is shown/concluded/proposed that... This could imply that... These studies are of significance to... These results have direct application to...
Conclusion	summarize, introduce, conclude,...	This article summarizes... The experiment has introduced... This causes/results in/leads to/brings about/gives rise to... The data leads us to conclude that... The data enables us to conclude that...

Table 7-2 Verb Tenses in an Abstract

Types of Information	Verb Tenses	Examples
Giving background details	The simple present tense	The industry <u>is</u> already well known for its efforts to improve the eco-efficiency of its processes.
Describing research activities	The simple past tense; the present perfect tense (sometimes the simple present tense according to the journal's requirements)	The study <u>focused</u> on two main areas. The framework for life cycle analysis <u>has been developed</u> .

(Continued)

Types of Information	Verb Tenses	Examples
Describing methods	The simple past tense (active or passive) (sometimes the simple present tense according to the journal's requirements)	We <u>carried out</u> a series of fieldtests. A large number of samples <u>were tested</u> for fracturing.
Reporting results	The simple past tense (sometimes the simple present tense according to the journal's requirements)	Results <u>indicated</u> that the problem is even more serious than previously predicted. The third model <u>proved</u> to be more durable than the other four.
Stating conclusions	The simple present tense	This indicates that there <u>are</u> , in fact, several factors contributing to the decrease. It <u>appears</u> that the incidence of human error cannot be eliminated at any stage. There <u>might</u> be a need for revising the list of criteria within the next 5-10 years.

## IV. Making a Reference List

All of the sources you refer to in the main body of your paper need to be listed at the end on a reference list. On this list, you need to list those sources from which you have either quoted or paraphrased.

A reference includes at least the following three functions:

- First, it is used to avoid plagiarism;
- Second, it tells editors and readers what sources have been cited in the paper;
- Third, it can help readers to refer to the materials when they write papers.

And a good reference should adhere to the following three rules:

- First, it must be authoritative. Choosing an authoritative expert and an authoritative journal in a related field to refer to is quite safe and preferable when citing others' work.
- Second, it should be up-to-date. Except old but typical books or articles, your references should be of the latest study to convince your readers.
- Third, you can use two or three articles in the journal that you want to submit to as your references, which can help to enhance your target journal's influence.



There are at least two different types of references. The Institute of Electrical and Electronics Engineers (IEEE) style is widely used in writing research papers, commonly in technical fields, particularly in computer science.

Modern Language Association (MLA) style is an academic style guide widely used in the United States, Canada, and other countries, providing guidelines for writing and documentation of research in social sciences.

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# Thanks

School of Foreign Languages  
Southeast University

喜欢此内容的人还喜欢

'rise and shine', 早睡早起, 好好吃饭~

萝北是个小仙女



UCL优秀作品集 | 可持续生活的首都 Capital of sustainable living

建筑挖掘鸡



第561颗星 | 醒醒, 六级考试结束了

ECUST182 小行星

