# Abstract Guideline

An abstract is a brief, comprehensive summary of the contents of the Senior Project Report; it allows readers to survey the contents of report quickly and, like a title, is used by abstracting and information services to index and retrieve reports.

A well-prepared abstract can be the most important paragraph in your report. The abstract needs to be dense with information but also readable, well organized, brief, and self-contained. A good abstract is

Accurate: Ensure that an abstract correctly reflects the purpose and content of the report. Do not include in abstract information that does not appear in the body of the report.

Self-contained: Define all abbreviations (except units of measurement) and acronyms. Define unique terms. Paraphrase rather than quote.

Concise and specific: Make each sentence maximally informative, especially the lead sentence. Be as brief as possible. Abstract should not exceed 960 characters and spaces, which are approximately 120 words. Begin the abstract with the most important information (but do not waste space by repeating the title). This may be the purpose, or perhaps the results and conclusions. Include in the abstract only the four or five most important concepts, findings, or implications.

Ways to conserve characters: a) Use digits for all numbers, except those that begin a sentence; b) Abbreviate literally (e.g., use *vs.* for *versus*); c) Use active voice (but without the personal pronouns *I* or *we*).

Non-evaluative: Report rather than evaluate; do not add to or comment on what is in the body of the report.

Coherent and Readable: Write in clear and vigorous prose. Use verbs rather than the noun equivalents and the active rather than the passive voice. Use the present tense to describe results with continuing applicability or conclusions drawn; use past tense to describe specific variables manipulated or tests applied.

**Make sure you addressed the following**:

1. Make sure that you **do not use first tense** (for example: my project).
2. Include the purpose of the project as the first sentence.  The purpose of this project is …
3. Include the methodology of the project. To accomplish the objective the following methodology was used…
4. Include the conclusion of the project.  The project was successful …
5. Include future recommendation for expansion.