

Abstract Formatting Guidelines and Sample

****Abstracts that do not follow these guidelines may be rejected****

General Formatting

- Calibri in 10 pt.
- Left justify all text.
- No tab stops at the beginning of the paragraph.
- No literature citations should be included in the abstract.
- Do not write text in all capital letters.
- Refer to the example abstract below to clarify the instructions.

Section 1: Abstract Title

- Use title case. Ex: Using Title Case is Important

Section 2: Abstract Body

- Word count: The body of the abstract should contain no more than 350 words.

Abstract Sample

A Very Important Research Project to Improve Society

John Z. Zmith¹, Harold H. Hinterbottom², Sage Edelweiss¹, and Sam S. Starburst¹

Author introduces the main subject and purpose of the research/project, indicates why the research/project is important, and places the research/project in a larger topical context (introduction). Author describes data sources and methods of data collection and convinces the reader that the methods employed were appropriate to the research/project (methods). Author describes what they learned, providing outcomes for the main results or an explanation for why no results were achieved. Author relates the results to the research/project question (results). Author describes the correlation between the research/project and its results, and the conclusions, anticipated or final, that they draw from the research/project. Author describes how their work will contribute to the field (conclusion).

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Abstract Content

Clarity doesn't happen by accident. Try to use language that a layperson can understand. Jargon, acronyms, and abbreviations may detract from the clarity of your writing. You've been living and breathing your research for a long time and this has affected your vocabulary.

Check your content for spelling and grammar errors and seek out your mentor and other sets of eyes to catch errors you might miss. An abstract with spelling or grammar mistakes will almost always be rejected. You do not want to be rejected.

A great way to prepare yourself to write an abstract is to look at other abstracts (especially abstracts in your field) and see what works and what doesn't. How do they measure up to the evaluation rubric below?

Abstract Evaluation Rubric

The body content of the above example was created using the [CRL Research Abstract Evaluation Rubric](#) and should be considered carefully. Download the rubric and let it help you maintain a focused and concise abstract.