What is an abstract?
An abstract is a succinct summary of a larger piece of work, published in isolation from the main text to act as a reference tool and entice readers to the full document.
• It should report the essential facts contained within the document
• It should not exaggerate or contain material not in the main text

How to write a structured abstract
1. Write a succinct, (approximately 250 word) statement defining the purpose of the paper or application, and entice a contest for the reader.

This should include:
- Purpose
- Design/Methodology/Approach
- Findings
- Value

2. Follow the chronology of the paper, using headlines as guidelines if necessary, making sure there is a consistent flow of information.

3. The text should be written in the active voice as well as include the use of keywords and technical language if required, with searching for the paper by potential users.

4. Choose a category for the paper that best describes it. This may be:
- Research paper
- Viewpoint
- Technical paper
- Conceptual paper
- Case study
- Literature review
- General review

5. Make sure to edit, review and peer review to omit any grammatical, spelling or typographical errors.

6. Submit!

- Research paper
- Viewpoint
- Technical paper
- Conceptual paper
- Case study
- Literature review
- General review

7. Prepare your abstract for submission.

Tips for writing abstracts for conference papers
This is slightly different to writing a general abstract; in this scenario the abstract is likely to be a preamble to the actual paper, rather than subsequent to it.

1. Write a succinct, (approximately 250 word) statement defining the purpose of the paper in order to provide a context for the reader.

This should include:
- Purpose
- Design/Methodology/Approach
- Findings
- Value

2. Follow the chronology of the paper, using headlines as guidelines if necessary, making sure there is a consistent flow of information.

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Clarity on your own mind what the purpose of the paper will be.

Tips for writing successful submission
Quite often, the submission procedure will dictate the format and number of words your abstract should follow – make sure you stick to the word limit given.

Make sure you choose your keywords carefully; ensuring the key themes of the conference are referenced.