



***AMERICAN PUBLIC HEALTH ASSOCIATION
ABSTRACT WRITING WORKSHOP***

Facilitated by Linda Rae Murray M.D. MPH

***Wednesday January 5, 2011
4:30 pm – 7:30 pm***



**HEALTH
AND
MEDICINE
POLICY
RESEARCH
GROUP**



Sponsors: Black Caucus of Health Workers – APHA; Health & Medicine Policy Research Group ; Project Brotherhood ; Urban Health Program – UIC School of Public Health

Learning Objectives

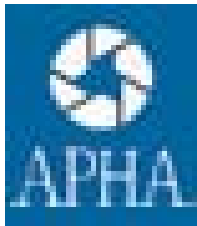
- The participant will be able to:
 - **ASSESS** the advantages of joining APHA
 - **EXPLAIN** the APHA abstract submission process
 - **UNDERSTAND** the rules and timeline of the abstract submission process
 - **DESIGN** an acceptable abstract

APHA Membership

- ***You do NOT have to be a member to submit and abstract.***
- **The American Public Health Association is the oldest and most diverse organization of public health professionals in the world and has been working to improve public health since 1872. The Association aims to protect all Americans, their families and their communities from preventable, serious health threats and strives to assure community-based health promotion and disease prevention activities and preventive health services are universally accessible in the United States. APHA represents a broad array of health professionals and others who care about their own health and the health of their communities.**

APHA Membership

- ***However, ALL presenters must be members of APHA***



- APHA is the leading professional association that promotes and protects the health of all people. APHA is an association of individuals and organizations working to improve the public's health and to achieve equity in health status for all. It promotes the scientific and professional foundation of public health practices and policy, advocates the conditions for a healthy global society, emphasizes prevention, and enhances the ability of members to promote and protect environmental and community health.
- **Vision:** A Healthy Global Society
- **Mission:** Improve the health of the public and achieve equity in health status
- **What We Do:**
APHA provides public health leadership and collaborates with partners to:
 - Convene constituencies
 - Champion prevention:
 - Promote evidence-based policy and practice and,
 - Advocate for healthy people and communities.

APHA ABSTRACT



American Public Health Association

Healthy Communities
PROMOTE
Healthy Minds & Bodies



APHA 139TH ANNUAL MEETING AND EXPOSITION
OCT 29 - NOV 2, 2011 WASHINGTON, DC

If you have already submitted your abstract, click the link to [VIEW, MODIFY, WITHDRAW YOUR ABSTRACT](#)

Online Abstract Submission

health Association is now accepting contributed abstracts for the 139th APHA Annual Meeting (October 29 - November 2, 2011), Washington, DC. The ther

- TIP: Use this session to preview all requests and have it written out *BEFORE* you start the on-line process.

Timeline for 2011 Presenters

DATE	EVENT
Feb 1-7, 2011	Deadline for Abstract submissions
June 1, 2011	Email Notification of status sent to Abstract submitters
July 29, 2011	Speaker confirmation letters emailed to all accepted session presenters confirming presentation date, time and location
August 2011	Deadline to withdraw an abstract without penalty
October, 2011	Final Advanced Registration. Presenters must be registered by this date
October, 2011	Deadlines for Oral Session Presenters to upload their presentations
October 29 – Nov 2, 2011	APHA Annual Meeting in Washington, D.C.

Deadlines for Abstract Submissions

DEADLINE	APHA COMPONENTS : 2011 Healthy Communities , Washington, D.C.
Feb 4 - Friday	APHA Learning Institutes; Asian Pacific Islander Caucus
Feb 7 – Sat	Maternal & Child Health ; Podiatric Health ; Vision Care; Alternative & Complementary Health Practices; Physical Activity ; Veterinary Public Health; Breast Feeding Forum; Cancer Forum; Academic Public Health Caucus; American Indian, Alaskan Native, & Native Hawaiian Caucus; Caucus on refugee and Immigrant Health; Vietnam Caucus
Feb 8 – Sunday	Chiropractic Health Care; Disability ; Social Work ; Statistics; Health Law; Community-Based Public Health Caucus; Peace Caucus
Feb 9 – Monday	Oral Health ; School Health Education & Services ; Genomics Forum ; Caucus on Homelessness ; Caucus on Public Health & Faith Community ; Latino Caucus ; LGBT Caucus of Public Health Professionals; Socialist Caucus; Spirit of 1848 ;
Feb 10 - Tuesday	Committee on Women’s Rights; Community Health Planning & Policy Development; Community Health Workers; Food & Nutrition; Health Administration ; HIV/AIDS ; Women’s Caucus.

Deadlines for Abstract Submissions

DEADLINE	APHA COMPONENTS : 2010 SOCIAL JUSTICE , Denver
Feb 11 – Wed	Student Assembly ; Aging & Public Health ; Alcohol, Tobacco & Other Drugs; Environment ; Epidemiology ; Health Informatics Information Technology ; HIIT Center ; Injury Control & Emergency Health Services; International Health ; Medical Care ; Occupational Health & Safety ; Population, Reproductive and Sexual Health ; Public Health Education & Health Promotion ; Public Health Nursing ; Ethics SPIG ; Laboratory ; Family Violence Prevention Forum ; Trade & Health Forum ; Black Caucus of Health Workers ; Men’s Health Caucus.

**ENTER YOUR ON-LINE SUBMISSION AT LEAST
THREE DAYS BEFORE THE DEADLINE !**

APHA Abstract basics:

- **Must be a member to present BUT not to submit an abstract**
- **CANNOT submit the SAME abstract to more than one component**
- **The work you present CANNOT have been published or presented in another setting**
- **Each component is different and has a lot to do with whether or not your abstract is accepted.**
- **Abstracts must be submitted on-line**
- **Must be 250 words or less**
- **Must meet the deadline**



Abstract Process



- Your information recorded in central database
- You CAN interrupt process & return later
- An abstract ID number & password will be issued when you start – use this info to return.



Abstract Process

Writing an Abstract

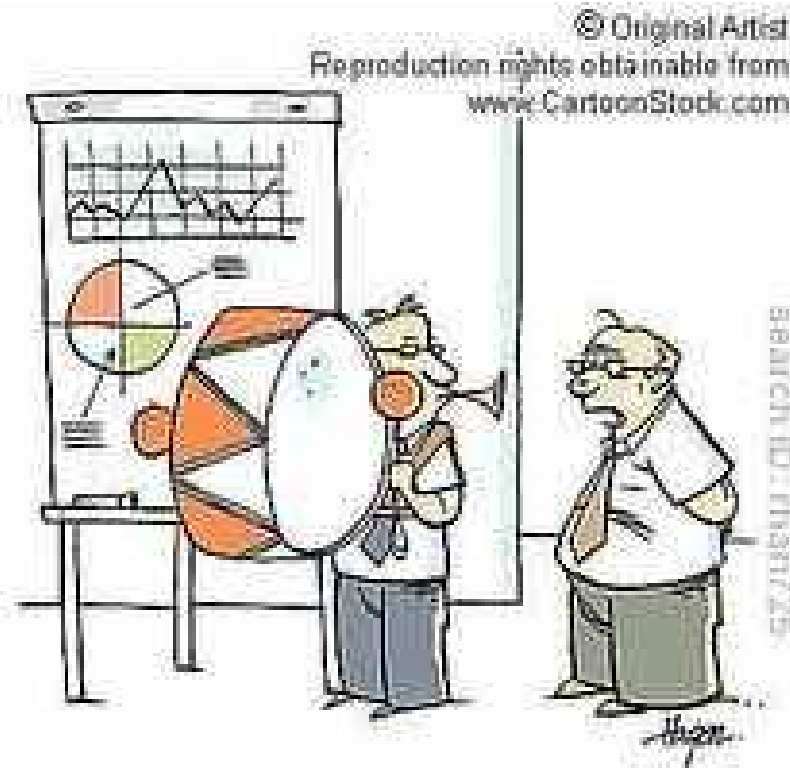


© 2007 Michael Brzezinski

- You can share the abstract ID number and password with your co-authors
- They can then revise the abstract
- The program organizer **CAN** see your work in progress (usually do not bother to review until finished)



Abstract Process



JUST DO THE PRESENTATION WILLIAMS AND LET THE
NUMBERS SPEAK FOR THEMSELVES.

- When you start a submission an e-mail is sent containing your abstract ID number, password, and the location on the web.
- **SAVE** this information !

Overview of Abstract Submission

- **UNWRITTEN RULES:**
 - Each component has slightly different rules and culture.
 - It is useful to know the type of presentations they are interested in.
 - You can review previous years on APHA's website

Overview of Abstract Submission

Abstract Control Panel	
ID:	234861
Password:	396119
6 Steps to submit an abstract:	
✓	1. Topic
✓	2. Title
✓	3. Learning Area(s)
✓	4. Author(s)
▶	5. Disclosure
	6. Text
Options:	
	View Submission
	Withdraw
	Transfer
Submit another abstract:	
	Same Program
	Different Program
Help:	
	Report a Technical Problem

- Web summary (included in your handout) does NOT match the exact items of order of the on-line screens.

Overview of Abstract Submission

- **CHOSE A COMPONENT OF APHA**
- **Review the list of topics – see page ?? of your handout.**

If you know for sure that you want to submit an abstract to a particular Section, SPIG, Caucus or Forum please click on the appropriate link to the right of your presentation would best fit in the program,

[CLICK HERE TO DISCOVER WHICH GROUPS ARE LOOKING FOR ABSTRACTS ON A PARTICULAR TOPIC](#)

The abstracts being submitted should not be presented or published prior to the APHA Annual Meeting (Wednesday, November 14, 2018).

Continuing Education Requirements

As an organization committed to providing quality continuing education (CE) activities to its membership and meeting registrants and professional organizations with which it collaborates. In the past APHA has made CE credits/contact hours available in a variety of formats, including live and on-demand webinars, and the organizations that provide them. Because APHA strives to make as many of its

APHA ABSTRACT – Quick Overview



American Public Health Association

Healthy Communities
PROMOTE
Healthy Minds & Bodies



APHA 139TH ANNUAL MEETING AND EXPOSITION
OCT 29 - NOV 2, 2011 WASHINGTON, DC

If you have already submitted your abstract, click the link to [VIEW, MODIFY, WITHDRAW YOUR ABSTRACT](#)

Online Abstract Submission

<p>health Association is now accepting contributed at</p>	<p>To START THE SUBMISSION, click on your Section, SPIG or Caucus title.</p>
<p>Online Abstract Deadlines 11:59 pm, Pacific Time</p>	
	<p>APHA - Sponsored</p>
<p>10-Feb-11</p>	<p><u>APHA-Committee on Women's Rights</u> Padmini Murthy, MD, MPH, MS, CHES, New York Medical College School of Public Health, School of Public Health, minimurthy@aol.com. Sarah Gareau, MEd, CHES, Department of Health Promotion, Education & Behavior, Columbia, SC 29208, Phone: 803-586-6771, Fax: 803-777-6290, gareaus@gmail.com</p>
<p>4-Feb-11</p>	<p><u>APHA-Learning Institute (APHA-LI)</u> Annette Ferebee, Continuing Education, APHA, 800 I St., NW, Washington, DC 20001, Phone: 202-777-2524, Fax: 202-777-2525, anette.ferebee@apha.org. Development and Information, Centers for Medicare & Medicaid Services, 867 DeFranceaux Harbour, Riviera Beach, FL 33404, Phone: 561-861-6000, Fax: 561-861-6001, beth.benedict@cms.hhs.gov</p>
<p>11-Feb-11</p>	<p><u>APHA-Student Assembly</u> Alberto Caban-Martinez, MPH, CPH, Epidemiology and Public Health, University of Miami, Miller School of Medicine, 1375 SW 130th St., Miami, FL 33199, Phone: 305-401-4150, Fax: 305-243-5544, acaban@med.miami.edu. Cameron Culver, MPH, MEd, Center for Public Health Practice, University of Texas at San Antonio, 7703 Floyd Curl Drive, San Antonio, TX 78229-3900, Phone: 713-823-5266, cculverapha@gmail.com. Joshua East, MPH, Center for Health and Aging, University of Illinois at Chicago, 1601 East Seventh Street, Bloomington, IN 47405, Phone: (317) 274-8812, Fax: 8128553936, jrosenb@iupui.edu</p>
	<p>Sections</p>
<p>11-Feb-11</p>	<p><u>Aging & Public Health</u> Dankajia Deppi, PhD, Institute for Health Research and Policy, Center for Research on Health and Aging, University of Illinois at Chicago, 1601 East Seventh Street, Bloomington, IN 47405, Phone: (317) 274-8812, Fax: 8128553936, ddeppi@iupui.edu</p>

Overview of Abstract Submission

- **Pick topic**
- **You can view the list of topics for all components. – See Appendix on page ???**
- **This is the list that appears as the first task of the electronic submission.**

Caucus on Refugee and Immigrant Health

- Barriers and Enablers for delivering quality and culturally and linguistically appropriate care
- Challenges of transnational migration and immigrant demographic growth on health
- Gender, migration, ethics, human rights, and social justice
- Initiatives and strategies for engaging immigrant communities, public health practice
- Innovative socio-ecological theories/frameworks and interventions for treating and preventing disease
- Policy Options and Systems Strategies for Decreasing Health Access Disparities
- Responses of states, local governments, and public health systems to US immigrant and refugees

Chiropractic Health Care

- Advocacy from the local to the national
- Educational challenges: Public health and the chiropractic student
- Evolving concepts in public health and clinical practice
- Expanding public health competency, the role of licensing, testing and regulation
- Improving lives: Serving the underserved
- Influencing health policy
- Initiatives in community health promotion
- Interdisciplinary approaches to improve health care
- Research: Current status and updates I
- Research: Current status and updates II

Community Health Planning and Policy Development

- Assessing, Planning, Evaluating and Financing Health Programs for Homeless Populations
- Balancing Equity, Effectiveness and Efficiency in Health System Reform
- Barriers to Care and the Built Environment (e.g., Access to Food, Water, Transportation)
- Beyond Traditional Healthcare: Access to Vision, Dental and Mental Health Services

Overview of Abstract Submission

- **Enter Title:**
- **Create a winning title**
 - Should be convincing
 - Appealing

Guidelines for Entering a **Paper Title**: (from APHA website)

- * Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:).
- Example: Engineering gene expression of Escherichia coli by mRNA: Applications in molecular biology
- * Do not begin paper titles with "The".
- * Do not end titles with a period.

Overview of Abstract Submission

TITLE AND SUBMITTER'S EMAIL

In sentence case, please. Example: Access to health information in underserved communities in rural Mississippi: A web-based experiment

[How to insert a special character](#)

Title

Lakje

Submitter's email

test@gmail.com

PREFERRED PRESENTATION FORMAT

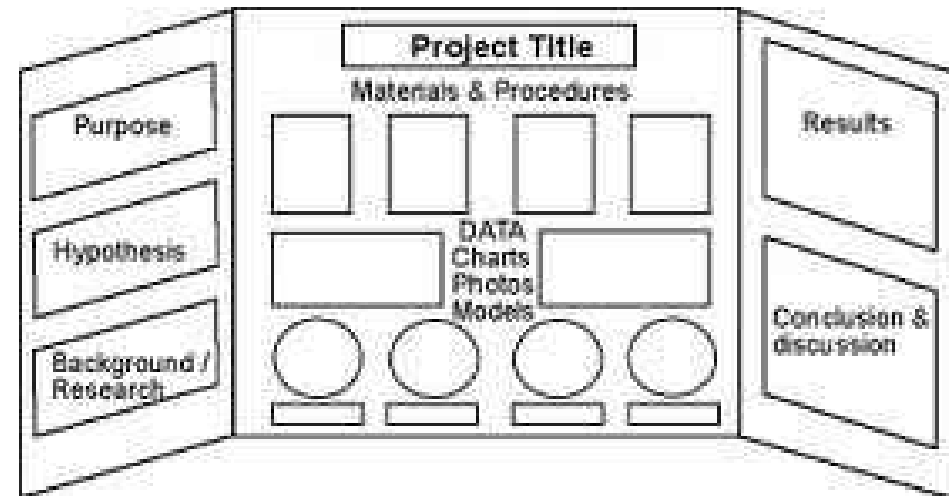
[See instructions](#)

NOTE: There are a limited number of slots for oral presentations at the annual meeting. If you select "Oral only" your paper may be rejected if there is no room for it in an oral session

Oral Only Oral Preferred Poster Only No Preference

Overview of Abstract Submission

- Preferred method of presentation : chose one
 - Oral only
 - Oral preferred
 - Poster only
 - **NO PREFERENCE * chose this. In many ways posters are more rewarding.**



Overview of Abstract Submission:

Complete list of learning areas on web

YOU MAY SELECT UP TO 6 LEARNING AREAS

All continuing education learning content must be of sound science or professional practice and serve to maintain, develop or increase the knowledge, skills and professional competence of the health professional. Learning content should be evidence-based if available.

Important! If you have any questions about the Learning Area(s) selection **in this particular step only**, please contact [Annette Ferebee](#), but we strongly recommend you to select at least one Learning Area and continue with your submission while waiting for the reply. You can access your abstract submission and modify the selection at anytime before the deadline.

- | | |
|--|--|
| <input type="checkbox"/> Administer health education strategies, interventions and programs | <input type="checkbox"/> Other professions or practice related to public health |
| <input type="checkbox"/> Administration, management, leadership | <input type="checkbox"/> Planning of health education strategies, interventions, and programs |
| <input type="checkbox"/> Advocacy for health and health education | <input type="checkbox"/> Program planning |
| <input type="checkbox"/> Assessment of individual and community needs for health education | <input type="checkbox"/> Protection of the public in relation to communicable diseases including prevention or control |
| <input type="checkbox"/> Basic medical science applied in public health | <input type="checkbox"/> Provision of health care to the public |
| <input type="checkbox"/> Biostatistics, economics | <input type="checkbox"/> Public health administration or related administration |
| <input type="checkbox"/> Chronic disease management and prevention | <input type="checkbox"/> Public health biology |
| <input type="checkbox"/> Clinical medicine applied in public health | <input type="checkbox"/> Public health or related education |
| <input type="checkbox"/> Communication and informatics | <input type="checkbox"/> Public health or related laws, regulations, standards, or guidelines |
| <input type="checkbox"/> Conduct evaluation related to programs, research, and other areas of practice | <input type="checkbox"/> Public health or related nursing |
| <input type="checkbox"/> Diversity and culture | <input type="checkbox"/> Public health or related organizational policy, standards, or other guidelines |

Overview of Abstract Submission

- **List learning objectives**
 - This is important **do not skip** it
 - Having learning objectives is critical to getting education credits for your presentations. This will attract people to your session.
 - Helps you focus on what you want to say and why

Overview of Abstract Submission: Guidelines for Writing Learning Objectives

- **Step 1.** Describe the information, skills, behaviors, or perspectives participants in the session will acquire through attendance and participation.
- **Step 2.** Clearly identify the outcomes or actions participants can expect to demonstrate as a result of the educational experiences. See the action words below.
- **Step 3.** Write the learning objectives that relate to these outcomes and that reflect the content of the session. Objectives describe the behavior of the learner, and:
 - * are stated clearly
 - * define or describe an action
 - * are measurable, in terms of time, space, amount, and/or frequency.

Overview of Abstract Submission: Guidelines for Writing Learning Objectives

• *Measurable Action Words (examples)*

Explain Demonstrate Analyze Formulate Discuss
Compare Differentiate DescribeName Assess
EvaluateIdentify Design Define List

- **IMPORTANT!!** For the correct display of Learning Objectives on the on-line program
- you **MUST** follow the format shown in Example of Learning Objectives below. **NO COMPOUND OBJECTIVES.**

EXAMPLES BELOW:

- 1. List five indicators that link a healthy community to healthy economy.**
- 2. Articulate the procedure for assessing the health status of a patient with Alzheimer's Disease.**
- 3. Develop a care plan for a family of six supported by an annual income of \$32,000, and caring for a child who has cystic fibrosis.**

Overview of Abstract Submission

- **OPTIONAL** List target audience:
 - You can use this to highlight who might be especially interested in your presentation

- **KEY WORDS**
 - Chose at least 2 key words. This helps in the search process. You can find the list on the APHA website.

Overview of Abstract Submission

KEYWORDS

Click on the down arrow to see list of keywords. Select by clicking on the keyword of your choice

PRIMARY GEOGRAPHIC FOCUS OF THE PROGRAM OR STUDY (if appropriate)

State/Province

Country

N/A = Not Applicable

COMMENTS TO ORGANIZERS

E.g. nonstandard key words, special needs, "group with other paper", related reading/reference (include the abstract ID of the other paper)

Overview of Abstract Submission

- **Comments to Organizers** (Optional) e.g. nonstandard key words, special needs, "group with other paper" (include the abstract ID of the other paper), related reading/reference.
- **Related web page**

Overview of Abstract Submission

OFF-LABEL/INVESTIGATIONAL PRODUCT USE

If your presentation includes any discussion of **unlabeled use of a product** or of a **product under investigational use**, please describe that use in the box below.

Leave this box **blank**, if you have nothing to report.

RELATED WEB PAGE

You may enter here the URL of a web page related to the work described in this abstract

EQUIPMENT NEEDS

The standard audiovisual equipment provided in all oral scientific sessions include an LCD Projector, Computer and Screen at no charge to the presenter. **Audiovisual equipment is not permitted for poster and roundtable formats.** Additional equipment needs can be ordered directly through APHA's AV vendor and charges for that equipment will be billed to the presenter.

Save and Continue

Overview of Abstract Submission

- **Provide a 250-word abstract text.** Do not repeat any of the above information. APHA doesn't require references but if you wish to add them to your submission, please use the Comments To Organizers box on the Title step of your submission. Please do not include your references in the abstract text.
- *Provide a 2-page summary (up to 2000 words) in addition to the abstract if required. **NOTE: Only a few Sections/SPIGs/Caucuses actually require this additional text. Please check the call for papers.***

Overview of Abstract Submission

- **Enter submitter's e-mail**
 - ALL authors must have an e-mail
 - There can be only **ONE** presenter who will be clearly identified
 - Presenting author must complete **Conflict of Interest Forms**
 - **MUST INCLUDE** : *Full name, credentials, workplace or school, street address or POB, phone number, e-mail address.*



Overview of Abstract Submission

- **List all authors**, identifying **one and ONLY one** presenter.

For each author:

1. You must provide the following:

- * Full first or middle name (as in Frédéric F. Chopin or F. Scott Fitzgerald)
- * Last Name
- * Credentials
- * Workplace or school (e.g. Harvard University)
- * Street address or P.O. Box (Please do not repeat workplace or school name here.)
- * City
- * State/Province (US and Canada only)
- * Country
- * Phone Number
- * e-mail Address

2. You may provide the following information for each author, but it is not required:

- * Fax Number , * Department/Group , * Address Line 2, * Student? (Y/N) , * Individual Member of APHA? (Y/N) , * Member of this Section/SPIG/Caucus? (Y/N) , * Membership number (If available) , * Primary Section Affiliation , * Secondary Section Affiliation

3. **The Conflict Of Interests form must be completed by the presenting author (Read the APHA disclosure policy)**

Presenter's Signature

Overview of Abstract Submission

* Required information for all authors/presenters. Click [here](#) for help with special characters.

AUTHOR INFORMATION

First Name* Ms.	Last Name* Test	Sr. Jr. or III N/A
Credentials kljn		
Presenting?* Only one presenter per submission is allowed <input type="radio"/> No <input checked="" type="radio"/> Yes If Yes, you will be asked to complete the Disclosure Form in the Disclosure step		
Student? <input checked="" type="radio"/> No <input type="radio"/> Yes		
<input checked="" type="checkbox"/> I understand if this abstract is accepted for presentation, the presenting author MUST become an APHA Individual member and MUST register for the Annual Meeting (membership and early-bird registration fees combined will be roughly \$600)		
If you would like to join APHA now, please click APHA Membership . Membership is not required in order to submit the abstract and does not affect the acceptance/rejection of the presentation.		

Overview of Abstract Submission

INSTITUTION

Workplace or school* (Affiliation)

Department/Group*
Please put more specific address information, e.g. "Department.." or "School of..."

Street address or P.O. Box* (Do Not Repeat Workplace)

Street Address Line 2

City* **State/Province* (If in the USA/Canada)**

Zip/Postal Code* **Country***

Overview of Abstract Submission

AUTHOR CONTACT INFORMATION

Phone Number*

Example: xxx-xxx-xxxx

Fax Number

Example: xxx-xxx-xxxx

Email Address*

Alternate Email Address

Strongly recommended! Automatic email confirmations and all meeting correspondence will be sent to your main and alternative email addresses. An Alternative Email Address will NEVER be displayed online or on any printed documentation.

Overview of Abstract Submission

- Submit Abstract TextPlease do not include title, authors, or references in the text you enter below.Copy and paste your abstract into the box from your word-processing program. If you find you cannot paste from your word processor, see our [FAQ on pasting problems](#). There is no need to shorten lines so they fit inside the box. The text will wrap automatically to fit.
- Please check spelling and word count first using your own word processor.
- Abstracts must be 250 words or less. However, abstracts are not limited to the size of the box you see below. Please do not insert paragraph breaks. If you exceed the word limit, your text will not be saved.
- To insert Greek letters or other symbols, or to mark subscripts, superscripts, or italics click [here](#) to copy and paste special codes into the abstract text.

WHAT SHOULD I DO ?

- **1. WRITE the 250 word abstract FIRST**
- **2. RE-WRITE the 250 word abstract SECOND**
- **3. RE-WRITE the 250 word abstract THIRD**
- **4. Gather all information you need (e.g. everyone's e-mail) BEFORE you start the electronic submission.**
- **5. RE-WRITE the 250 word abstract (Forth draft)**
- **6. Submit at least THREE days BEFORE the deadline.**

Why is an Abstract important ?

- The abstract is the reader's first and possibly only encounter with your presentation, it is the major way people decide whether or not to attend your presentation.**
- This is your "sales pitch" for your work**
- The abstract should stand alone and be understandable without attending the presentation.**

What is an Abstract ?

- **An abstract is a very concise statement of the major elements of your research project. It states the purpose, methods, and findings of your research project.**
- **An abstract is a condensed version of a full scientific paper.**

Types of Abstracts

- **DESCRIPTIVE:** indicates the type of information found in the work. It makes no judgment about the work and does NOT include results or conclusions. (Purpose, methods, scope)
- **INFORMATIVE:** these include all the information in the descriptive abstract (purpose, methods, scope) and also includes the results and conclusions.

What is an Abstract ?

- **The abstract is a very brief overview of your entire study. It should tell the reader**
- **WHAT you did,**
- **WHY you did it,**
- **HOW you did it,**
- **WHAT you found and**
- **WHAT it means.**

What is an Abstract ?

- The abstract should briefly state the purpose of the research
(INTRODUCTION),
- how the problem was studied
(METHODS),
- the principle findings **(RESULTS),**
- and what the findings mean
(DISCUSSION & CONCLUSION)

Four C's of Abstract Writing

- **Complete** — it covers the major parts of the project/case
- **Concise** — it contains no excess wordiness or unnecessary information.
- **Clear** — it is readable, well organized, and not too jargon-laden.
- **Cohesive** — it flows smoothly between the parts.

Components of Abstract

- **Create a winning title**

- Should be convincing
- Appealing

Guidelines for Entering a Paper Title: (from APHA website)

- * Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:).
 - Example: Engineering gene expression of Escherichia coli by mRNA: Applications in molecular biology
 - * Do not begin paper titles with "The".
 - * Do not end titles with a period.
- **KEY WORDS:** used by search engines. Pick the keywords from APHA list.

Components of Abstract

- **Motivation:** why should we care about the problem and the results ?
- **Problem statement:** what problem are you trying to solve ? What is the scope of your work (a generalized approach or a specific situation) ?

Components of Abstract

- **APPROACH (methods):** How did you go about making solving or making progress on the problem ? Did you do a survey, conduct a focus group, evaluate the effectiveness of a program ? What was the extent of your work ? What important variables did you control, ignore, or measure ?
- **RESULTS:** What's the answer ? Be specific.

Components of Abstract

- **CONCLUSIONS:** What are the implications of your answer ? Will it change the world ? Or perhaps raise new questions to be explored ?

Things NOT to put in an Abstract

- Do NOT include excessive introductory material
- Do NOT use too much jargon
- Do NOT use sentence fragments
- Do NOT refer extensively to other works
- Do NOT define terms
- Do NOT use acronyms that lack explanation
- Do NOT include references

Some Writing Tips

- **Active voice is preferable to passive voice**
 - **“We studied 15 patients with AIDS.” is much better than “Fifteen patients with AIDS were studied.”**
- **Always use the full term before you refer to it by acronym [for example, Orthotopic Liver Transplantation (OLT)]**
- **Write only one thought per sentence.**
- **Eliminate unnecessary words**
- **Ensure that verb tenses are consistent and correct**

Prior to Submission

Check Yourself did you :

- **Follow the instructions!!!!**
- Include headings *exactly as stated* in the instructions/template?
- Use short, clear sentences; one idea per sentence?
- Limit your abstract to the word count/character count requirement?
- Edit, edit, edit
- Check grammar, syntax and punctuation

What to do if your abstract is accepted ????

- Do NOT simply sit back & wait
- KEEP WORKING on your project/study
- Prepare your presentation EARLY
- Upload it EARLY
- PRACTICE, PRACTICE before you leave

