



Tips for writing a good abstract

What is an abstract?

An abstract is a summary of a piece of work that you have done or are currently doing. It provides a brief, coherent outline of the work and its aim is to generate interest both to a review panel and to the intended audience, encouraging them to want to find out more.

Preparing your abstract

Before you write anything:

- Look at abstracts from previous years to get a flavour for what's required
- Read the call for papers carefully - does your work fall within the remit and themes of the conference?
- Check submission guidelines for details of length, formatting etc
- Prepare a draft before completing the online form

Get writing

DO:

- Ensure that your ideas are well thought-out and have a coherent flow
- State the issue, linking it to the conference theme(s)
- Give a brief background to the issue
- Give a brief description of what you are doing about it
- Specify reasons why what you have done is important to the JSWEC audience
- Give it an interesting and catchy title
- As well as convincing the review panel, your abstract will also be reproduced in the conference programme. Ensure it can stand alone for this purpose

BUT:

- Limit the number of references and only include ones that clearly support your argument
- Beware of acronyms – write them out fully the first time
- Don't write more than the prescribed word length. Tips on cutting down on wordage:
 - Take out words that add no meaning
 - Keep your sentences short and use active rather than passive verbs to make your sentences shorter
 - Think about the key point of each sentence and try to rewrite it to include only that point

Submitting your abstract

- Complete the online submission process in good time, making sure that you enter all the other details fully and accurately. Missing information may jeopardise your chances of acceptance.

Good luck!