

General Guidelines for Writing a Symposium Abstract

Purpose:

Provide the symposium attendees with a concise, written summary in paragraph form about your project, which could be completed or in progress. Use language that people outside of your particular discipline/field would understand. An abstract is helpful for attendees because it lets them know what they may learn from you.

What to include:

The content of abstracts may vary depending on your discipline/field. We recommend that you work with your mentor or instructor to identify the most important elements to include in your abstract. Below are general suggestions as a place to start:

- Title: Keep this short and informative
- Author
- Declarative statement about the discipline/field. This part may also include a brief mention of previous literature or research studies.
- Reason(s) why the project is important. Explain the project's contribution to the discipline/field.
- Statement of the inquiry/research question or project purpose statement.
- Brief overview about how the project was conducted (ex., research design and methods)
- Brief statement of the most important findings/results OR expected findings/results if your project is still in progress.
- Concluding statement about the implications (i.e., what might the findings/results be useful for? Who might benefit from them?)

Length:

200-250 words

Other Tips:

- ★ You don't need to include citations or a reference list
- ★ Check for any spelling or grammar errors
- ★ Use plain text format in case special characters are not processed through the submission form
- ★ No paragraph breaks
- ★ Ask your mentor or instructor to review your abstract for you. Listen to their advice and apply it accordingly
- ★ Include text only (no images or graphics)

Additional Resources:

Office of Undergraduate Research - requirements for abstracts:

<https://our.charlotte.edu/node/187>

UNC Charlotte's Writing Resources Center: <https://writing.charlotte.edu/writing-resources-center>

See example abstracts here:

<https://publicwebuploads.uwec.edu/documents/Abstract-Writing-Guide-revised-12-20-16-2.pdf>