

Title and Abstract

Title

Use the following guidelines when preparing the title of your paper:

- Try to use 10 words or less. Long titles will just get distracting!
- Reflect the content of the paper. What did you do? The title is not meant to get attention as much as it is to provide information.
- Use descriptive keywords
- Centered at the top of the first page. A title page is unnecessary. You may format the font size as you see fit.
- Authors' names and institutional affiliation are typed below the title and centered.

Abstract

The abstract is a short summary of your report. In this section you should convey key information from every part of the paper. The abstract helps the reader decide if they want to read the rest of your paper. It should include: 1) the purpose of the report, 2) the data presented, and 3) major conclusions. It should also be a self-contained unit that is capable of being understood without the full report.

Style

- Summary of 100-200 words.
- Use the past tense.
- Typically written as one paragraph and single-spaced.
- Use concise, complete sentences.
- Contains four elements:
 - Purpose of the study/questions that you investigated (Introduction)
 - Brief summary of what was done (Methods)
 - What was found to support your central questions (Results)
 - What was concluded (Discussion)

Tips

- Write this section last because it must summarize the entire paper. Include 1-2 sentences to summarize each section of your paper (Introduction, Methods, Results, and Discussion).
- DO NOT:
 - Give lengthy background information or reference any sources.
 - Use abbreviations or illustrations.

Writing the Title and Abstract

Use this sheet to help outline and prepare the title and abstract for your paper. This is just to help you get started; what you write here will need to be revised and edited accordingly.

Title:

Author(s):

Institutional Affiliation:

When writing an abstract it is helpful to summarize each component of the paper before combining them into one paragraph. Use this space to draft your abstract.

Introduction

- *Purpose of the study*
- *Central question of the research*

Methods

- *Express basic experimental design*
- *Identify special methodology or techniques*

Results

- *Report results that support the question*
- *What is the most important result?*

Discussion

- *What is the most important conclusion?*

Using this information, compose a single paragraph to serve as your abstract. Be sure to use complete sentences and be mindful of how the paragraph flows.