

How to write an Abstract for a Conference Paper

An Abstract is a short document that is intended to capture the interest of a potential reader of your paper. Thus in a sense it is a marketing document for your full presentation. Thus the first rule of Abstract writing is that it should engage the reader by telling him or her what your paper is about and why they should come to hear it. The title of the proposed paper is also important. Short attention-catching titles are the most effective. However, it is also important, for a conference paper, to ensure that the title describes the subject you are writing about. You should limit the length of the title to no more than 12 words.

With regards the body of the Abstract you need to make a clear statement of the topic of your paper and your research question. You need to say how your research was/is being undertaken. For example, is it empirical or theoretical? Is it quantitative or qualitative? What value are your findings and to whom will they be of use?

The Abstract should then briefly describe the work to be discussed in your paper and also give a concise summary of the findings. Finally your Abstract should not include diagrams and in general references are not required in the Abstract.

The Abstract of your proposed paper needs to be done within the word limit of 250 words. It is poor practice not to use the 250 word maximum and it is considered a bad tactic to go over it.

Please include the following in your abstract:

- Presentation title
- Background/Purpose
- Aim/Objective
- Methods
- Results/Conclusions