

## How to write an Abstract

Most abstracts have given formats. Below are generally agreed upon formats for both local and international fora that call for such. Abstracts are often 1 page and about 300 – 800 words.

### Writing an Abstract

An abstract is a short summary describing the main idea or content of a work such as an article, book or dissertation. An abstract can be descriptive, informative or critical

### Presentation

Abstracts are usually presented in oral, written or poster presentation

### Contents of an Abstract

No.	ITEM	NARRATIVE
1.	<b>Title</b>	<i>Give a precise and very brief but descriptive heading about your topic</i>
2.	<b>Names</b>	<i>State the names of the persons/ Organizations writing/ submitting the abstract</i>
3.	<b>Introduction/ Issue/ Project / Description</b>	<i>Give the background, purpose, statistics, preamble and distinctive features about the Project that makes it topical, special and worth the attention</i>
4.	<b>Objectives/ Questions</b>	<i>State the main/ overlapping reason that simply explains the existence of project</i>
5.	<b>Methods/ Methodology / Design</b>	<i>Indicate the strategies/ ways used to implement the project</i>
6.	<b>Results</b>	<i>Outcomes when the Project issues and objectives were subjected to the methods</i>
7.	<b>Discussion /Conclusion/ Lessons Learnt</b>	<i>How does the project make sense/ meaning to the world?, Recommendations.</i>

Abstracts calls usually have preferred formats to use. It is important to note the deadlines, Number of words required, subject, target audiences and submission requirements

Always seek support from past similar abstracts, supervisors, peers and where possible contact the organizers for clarity. Ensure the text is complete, well spelt, concise, clear and cohesive.

**For abstracts, never,**

- Do not refer extensively to other works.
- Do not add information not contained in the original work.
- Do not define terms.