

Tips for Abstract Writing and Submissions

Writing for Abstract Selection (Success)

- Pay attention to conference Theme and/or Objectives
- Choose an angle that fits conference topics – relevance + originality
- Consider the audience – appeal to the attendees
 - Ask: “*Would this topic interest attendees and why should others care?*”
- Use key words from theme/objectives in the title
- Short attention-catching titles are best, but must also describe your topic
- Entice the reader from the very beginning with first few sentences
- How can you make your project stand out or different from others?
- Make sure the elements flow well and progression of ideas is clear
- Connect the dots – methods are targeted at the problem, results address the objective/aim, conclusions are supported by the results, etc.

Submission Considerations

- If electronic submission, type in Word format to draft out 1st then copy/paste into electronic submission → key to performing limitation counts
- Clarify whether count limitation is words or characters (with/without spaces)
- With limits cut filler words or jargon: the, a, an, of, rather, such as, etc.
- Define abbreviations/acronyms that may not be understood
- Follow the specific directions (if given)
- Start early – note deadline date/time – allow enough time to draft and review
- Determine if you can save and come back later
- Have others/objective people read it over – both for content + English structure
- View previous abstract examples (if available)
- Proofread - check for typographical errors of spelling/grammar/punctuation etc.
- Choose more recent references

Abstract Considerations:

- Single paragraph summary of the QI project (typically 200-350 words)
Approx. 1800 characters = 250 words
- Needs to be complete but concise
- Consider it your “elevator/sales pitch”
- Will be only thing conference organizers will see of your work
- Needs to be strong enough to stand alone to represent scope of work
- Needs to stand out among a large volume of other abstracts to select
- When published needs to compel interest from others to read/attend

Anatomy of an Abstract (Elements):

- Title (typically 10-15 words)
- Learning Objective (*sometimes*)
- Authors
 - Primary/Contact
 - Contributing/Other
- Abstract (Typical Flow):
 - Background/Opportunity/Problem
 - 2 sentences
 - Goal/Aim/Purpose (SMART format)
 - 1 sentence
 - Methods/Strategies/Approach
 - 4 sentences
 - Results/Outcomes
 - 4 sentences
 - Conclusions/Impact/Considerations
 - 2 sentences
- References/Literature Support (*sometimes*)

Please share any dissemination materials (posters, slides, papers) with the MQii Team at: malnutritionquality@avalere.com for review in advance of submission.