

# Informational Abstracts

## Parts and Tips

### Abstract Purpose: To Sell Your Work!

It's a summary of the paper, and it must make sense all by itself.

#### Part 1

##### Motivation/Problem

State the Problem.

Why do we care?  
What gap in the research are you addressing?

#### Part 3

##### Results/Findings

What did you discover, establish, or develop after applying your methods?

#### Part 2

##### Methods/Approach

What did you do to solve the problem or prove your point?

Conduct a survey?  
Analyze works or data?  
Interview clients?  
Use a simulation or model?

#### Part 4

##### Conclusions/ Implications

What is the big takeaway?  
Relate back to Part 1 - the gap in the research and why we care.

Abstracts are short -  
stick to the main  
points.

# Abstract Writing Tips

Organize the abstract the same as your paper.

Avoid jargon.

Avoid redundancy.

Use mostly short, direct sentences but vary the sentence structure.

Thesis (main focus or the big "So What?") is usually the first sentence.

Limited background information of other literature may be included. (Avoid quotes - you are summarizing YOUR work.)

## Review!

Did I stick to the publisher's word limit? (usually 150 - 250 words)

Did I overstate? (To avoid, consider words like may, might, could, etc.)

Are my sentences and paragraphs clear and concise?

Did I use keywords so my paper will appear in the top of a search result?

## Proofread!

Once for clarity  
Once for verb tenses  
Once for grammar  
Once for punctuation  
Once for word choices  
Once for wordiness  
Once each for each of my writing weaknesses

Did I format according to the publisher's instructions?

Business Communication Center  
Make an appointment at:  
[bcc.utdallas.edu](http://bcc.utdallas.edu)