

## Abstract Writing Checklist

- The abstract is the correct number of words. \_\_\_\_
- I have followed the “guidelines for authors” from the Journal website. \_\_\_\_
- I have written my abstract as a complete document. The reader can understand the key points and results of my research without reading the whole paper. \_\_\_\_
- The main KEYWORDS or INDEX WORDS are contained in the title AND abstract. \_\_\_\_
- I use as many index words as possible (usually 5) to make it as easy as possible to search my article online as possible. I have included both general (for non-specialists) and specific (for specialists) key words for interdisciplinary journal papers.
- I have fully spelled any abbreviations that should be spelled in my field. \_\_\_\_
- I do not analyze or cite the work of other individual papers directly in the abstract. I only describe my own research or the problems of the field in general. \_\_\_\_
- I have included an adequate description of the research methodology used in the paper (sometimes omitted in social science papers). \_\_\_\_
- I did not copy and paste any of the sentences from the paper directly into the abstract—especially the first two sentences of the introduction. \_\_\_\_
- There are no weak verbs such as “discuss”, or “examine”, or unclear terms such as “various methods”. I have said exactly what I researched.
- My abstract has the same general structure as the whole experimental paper: Introduction, Methods, Results, and Discussion. \_\_\_\_
- I have specifically stated the exact results, implications and/or importance of the findings. I have quantified (used numbers or %) if possible. \_\_\_\_
- I understand the differences between conference abstracts and presentation proposals, and abstracts for full journal papers in my field. \_\_\_\_
- In the first couple of sentences of the abstract, I have shown how my paper addresses a problem, issue or “gap” in the research in my field (not required but a characteristic of well-written abstracts in any field).
- For more information see <http://hanyangwriting.tripod.com/abstract/>