APPLIED EXPERIENCE
Abstract Submission Guidelines

- Your abstract should be no more than 300 words.
- Submit abstract to Blackboard with your Final Assignment.
- Be sure to label the document filename as follows:
  Date of submission (MMDDYY), underscore, name (first initial, last name), underscore, “AE_SAabstract”
  Example: 031010_kpuccetti_AE_SAabstract

What is an abstract?
An abstract is a short statement about your paper or presentation designed to give the reader a complete, yet concise, understanding of your paper’s (or multi-media presentation’s) content. It is a mini-version of your paper. A well-prepared abstract allows a reader to quickly and accurately identify the basic content of your paper.

How to structure your abstract
Begin with the same title as your full synthesizing assignment.
Use Arial 11 or 12 point, black font color. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
Use 1.5 or double spacing.
Use standard paper size (8 ½” x 11), with at least one-half inch margins (top, bottom, left, and right).
Figures and graphs should not be part of the abstract

What should an abstract tell the reader?
- WHAT you did,
- WHY you did it,
- HOW you did it,
- WHAT you found, and
- WHAT it means.

Make the abstract easy to read
- Do not use abbreviations without first defining them.
- Avoid jargon.
- Write in the third person singular.
- It is important to be concise: Say only what is essential to convey the information.