Preparing a Conference Abstract

A conference abstract gives the organizing committee a clear and concise description of your research project. The abstract is used to determine the eligibility and fit of the research project for the conference, as well as for placing your project on a panel with other similar projects.

Abstracts should:
• State, in clear terms, the central research question and the purpose of the research.
• Provide a brief discussion of the research methodology.
• State conclusions, either final or anticipated.
• Be well organized.
• Be within the word/character limit stated by the conference organizers.

Make sure to remember the following:
• Use correct writing, spelling, and grammar.
• The title will appear in the program exactly as you type it, so double check your spelling and punctuation.
• Include the first name, middle initial, and last name of the author and all co-authors.
• Include the name of the faculty mentor.
• Include the department and institution where the research was conducted.
• It is a good idea to work on your abstract with your mentor’s participation ahead of the actual submission process. That way you can simply cut and paste it into the abstract body textbox when you get to that step. It is difficult to generate the optimal abstract in real-time during the submission process.

All abstracts will undergo a rigorous review by a panel of faculty reviewers. Abstract reviewers will evaluate submissions based on the criteria listed above and will assess overall merit within the context of the specific academic discipline.

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1 Adapted in part from Utah Valley University, NCUR Website, available at: http://www.uvu.edu/undergrad-research/research/ncur.html

Updated 15 October 2012