

Creative Activities Abstract Formatting Guidelines

****Abstracts that do not follow these guidelines may be rejected.**

General Formatting

- 1-inch margins.
- Times New Roman in 11pt
- Left justify all text.
- No tab stops at the beginning of the paragraph.
- No literature citations should be included in the abstract.
- Do not write text in all capital letters.
- Each of the 5 sections below must be included with one blank line after Sections 3 and 4.
- Single space.

Section 1: Abstract Title

- Use title case. Ex: Using Title Case is Important

Section 2: Author Names

- The presenting author's name is first, in bold font, and is followed by each co-author's name.
- Each author should be listed as follows: first name, middle initial (if desired), and last name.
- Ask your undergraduate research mentor if he or she wishes to be included as an author in addition to being listed as your mentor. If so, add him or her to the author list.
- Do not use titles (Dr.) or degrees (Ph.D.).
- The appropriate department/school superscript should be listed after each author.

Section 3: Author Department and School Affiliation

- List the department and school of each author.
- Use official department and school names.
- Begin each department and school affiliation with a different numbered superscript.
- If the affiliation is the same for multiple authors, one entry and superscript should be used.
- Separate each affiliation by a semicolon.

Section 4: Abstract Body

- Word count: The body of the abstract should contain no more than **250 words**.
- Content (see example on page 2):
 - Introduction/Background: Clearly state the purpose of the project. (Why did you construct this piece/work? Provide context to the piece/work itself.)
 - Approach: Describe of Process (Provide a detailed description of the technique used and its process.)
 - Observation: Relevance of work and contribution to the area of inquiry (Provide an artist statement that shares influences/inspiration. Why is this work relevant/or significant to the field of study?)
 - Conclusion: State outcomes and the context in which they will be discussed (How does this piece fit into your portfolio or future works? What was successful? What was learned? How will you address future pieces?)

Section 5: Project Mentor or Advisor

- Include the heading “Mentor(s):” or “Advisor(s):” followed by their name(s).
- Names should be formatted the same as the author names.
- After each name list their department, school, and institution (or business, city, and state).
- If more than one mentor is listed, separate each with a semicolon

EXAMPLE

Multiple Sensory Experiences

John Z. Smith¹, Harold H. Hinterbottom², Sage Edelweiss¹, Sam S. Starburst¹

¹Department of Fine Arts, Herron School of Art and Design, ²Department of Music and Technology, School of Engineering and Technology

Authors introduce the media used and purpose of project and indicate what about the work challenges conventions (introduction). Authors describe how the work was conceived and carried out (approach). Authors describe what they learned doing the project and, if applicable, when showcasing the work to an audience (observation). Authors describe the potential impact their work has on their discipline, the target audience, and/or on society (conclusion).

Mentors: Sage Edelweiss, Department of Anatomy, IU School of Medicine, IUPUI; Mark Fruschel, Acme Business Solutions, Hartford, CT

CRL Abstract Template (blank): [Click Here](#)

Abstract Examples for Different Disciplines

https://writing.wisc.edu/handbook/presentations_abstracts_examples.html

Abstract Writing Tutorial

<https://users.ece.cmu.edu/~koopman/essays/abstract.html>