Research Abstract Formatting Guidelines

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
    - Objective/Goal
    - Methodology
    - Results
    - Conclusion

Section 5: Research 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

A Very Important Research Project to Improve Society
John Z. Smith[1], Harold H. Hinterbottom[2], Sage Edelweiss[1], Sam S. Starburst[1]
[1]Department of Anatomy, IU School of Medicine, [2]Department of Economics, IU School of Liberal Arts

Author introduces the main subject and purpose of the research/project, indicates why the research/project is important, and places the research/project in a larger topical context (introduction). Author describes what the goal of the current project is (objective). Author describes data sources and methods of data collection and convinces the reader that the methods employed were appropriate to the research/project (methods). Author describes what they learned, providing outcomes for the main results or an explanation for why no results were achieved. Author relates the results to the research/project question (results). Author describes the correlation between the research/project and its results, and the conclusions, anticipated or final, that they draw from the research/project. Author describes how their work will contribute to the field (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