

**General Guidelines**

- this summary is a single page summary of a research report<sup>1</sup> . It must stand alone. It must be a clear and concise description of 1) the hypothesis, 2) the experimental design, 3) results, 4) discussion, and 5 conclusions

**Specifics**

- The abstract is a single page of 400 words or less. It must clearly state the hypothesis being tested, the methods used to test the hypothesis, and the resulting acceptance or rejection of the hypothesis.
- Results must be presented in multiple well-worded sentences. Only the most important conclusions should be stated in the abstract.
- No references are allowed. You still will need to have read and be familiar with this background work. This is necessary in order to fully understand the experiment, its implications and analysis. This understanding is crucial in preparing and submitting a quality summary.
- Because the summary must stand alone, abbreviations must be avoided.
- Usually it summarizes the new contribution of knowledge to the field.

**Additions not normally found in an Abstracts**

- In addition, you can add a table or graph of results presented in a well-designed graph or table. This graph or table must represent either the best data or be a summary graph. It should be noted that the figure does not carry a numerical designation (i.e. “Figure 1.”) and will be referred to in the abstract by “as seen below . . .” .

Page limit	10
Hypothesis / Intro	10
Methods	10
Results	30
Discussion	30
Conclusion	10

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<sup>1</sup> It must be noted here that this will be a standalone abstract and not one that will accompany a report. Please keep this in mind.