Checklist for an abstract (of a research paper)

	Include sufficient "parts" – generally 3 to 5 of the five potential parts
	Use the questions for guiding the writing of the abstract (on the previous slides) This helps prevent the temptation to copy sentences from the text
	Check that the parts of the abstract are balanced
	Abstract is understandable when independent of the research paper Why is this necessary? Abstracts often float in databases separately from the paper itself, and therefore cannot depend on it
	Use language signals (e.g. This study identifies; The findings suggest)
	Past tense for theories, methods and results; present tense for conclusions and implications
	Prounouns, **I** and **We,** preferred to passive voice > but check the journal's instructions to authors
	Use active verbs (as the preferred voice)
	Keep sentences relatively short
	Use key terms (useful in databases) and avoid abbreviations
	Eliminate unnecessary details