

**Reading maketh a full man;
conference a ready man;
but writing an exact man”**

-Francis Bacon

Reasons for Not Writing

- **Difficulty knowing *where* to start**
- **Not knowing *how* to start**
- **Anxiety about writing skills**
- **Lack of confidence/experience**

How to Write an Abstract That Will Be Accepted for Presentation at a National Meeting

David J Pierson MD FAARC

Introduction
 What Is an Abstract?
 Preparation for Writing the Abstract
 Title
 Authors and Affiliations
 Introduction or Background
 Methods
 Results
 Conclusions
 Some Writing Tips
 Important Things to Do Before Final Submission
 Summary

Preparation, submission, and presentation of an abstract are important facets of the research process, which benefit the investigator/author in several ways. Writing an abstract consists primarily of answering the questions, "Why did you start?" "What did you do?" "What did you find?" and "What does it mean?" A few practical steps in preparing to write the abstract can facilitate the process. This article discusses those steps and offers suggestions for writing each of an abstract's components (title, author list, introduction, methods, results, and conclusions); considers the advantages and disadvantages of incorporating a table or figure into the abstract; offers several general writing tips; and provides annotated examples of well-prepared abstracts: one from an original study, one from a method/device evaluation, and one from a case report. *Key words:* research, abstracts, writing, publications, research methodology, devices, equipment evaluation, case report, medical illustration, communication, conferences and congresses. [Respir Care 2004;49(10):1206-1212. © 2004 Daedalus Enterprises]

What is an abstract?

- An abstract is a very concise statement of the major elements of your research project.
- It states the purpose, methods, and findings of your research project.
- An abstract is a condensed version of a full scientific paper.

Background Research

Search engines such as

- PubMed or MEDLINE
- MD Consult
- Major database listing available at Smith Library website

Four C's of Abstract Writing

- **Complete** — it covers the major parts of the project/case
- **Concise** — it contains no excess wordiness or unnecessary information.
- **Clear** — it is readable, well organized, and not too jargon-laden.
- **Cohesive** — it flows smoothly between the parts.

Research Abstract

- **Suggested format**
 - **Title and Author Information**
 - **Introduction**
 - **Methods**
 - **Results**
 - **Conclusions**

Before Finalizing

- **Get help from a mentor**
- **Make revisions based upon the feedback**
- **Have others read your draft to check for technical errors, such as spelling and grammatical mistakes**

Prior to Submission

Check yourself - did you :

- Follow the instructions!!!!
- Include headings *exactly as stated* in the instructions/template?
- Use short, clear sentences; one idea per sentence?
- Limit your abstract to the word count/character count requirement?
- Edit, edit, edit
- Check grammar, syntax and punctuation

ACP Clinical Vignette Abstract Checklist

- Due date for abstract is _____.
- Number of copies needed _____.
- Presenting author is listed as first author.
- Presenting author meets eligibility requirements for the meeting.
- Author affiliations are listed.
- Abstract clearly organized into Introduction, Case Description, and Discussion.

American College of Physicians

- The “lesson” of the case is presented clearly and concisely.
- Completed abstract meets word limit requirements or fits into formatting box.
- Abstract printed with correct font size and style (if stipulated).
- Others have reviewed abstract for content, style, grammar, and spelling.
- Electronic submission - leave extra time.

American College of Physicians

Posters

Some ideas derived from: Joan M.
Lakoski, Ph.D.
University of Pittsburgh

The Poster Presentation

Presenting data at a scientific meeting

Characteristics of effective presentations:

Organized

Rehearsed

Visual appeal

Relevant to audience

Demonstrates enthusiasm

Essential Elements of a Poster Presentation

Information

Audience

You

**A Poster Is...
....More than Presenting Data**

- Enables your contribution to a meeting
- A significant part of professional education
- Provides information
- Develops your experience
- Builds networks and contacts
- Tremendous source of feedback

Poster: Step One

Prepare and submit your abstract

Poster: Step Two
Inform yourself about the meeting

- Consult instructions
- Learn about your audience

Poster: Step Three

Develop and construct the poster

Poster with Horizontal Layout: Title of Poster in Arial, Bold, 60-80 Points

Sponsor Logo Names of Authors in Arial, 44 Points, Bold
Department in 40 points bold
Institution in 40 points bold Institution Logo

Heading (Arial: 44 Points, Bold)
The first section of the poster should define the topic and show its importance. A good test is whether the poster can orient the audience to these two aspects in 20 seconds. Shown in Figure 1 are two possible layouts for a poster. This section was set in Arial, boldface, 36 points.

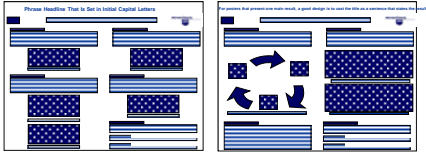


Figure 1. Two possible layouts for poster (caption: 32 points, bold).

Heading (Arial: 44 Points, Bold)
One section of a poster should present the results. Often the results can be depicted with graphs, such as for an experiment, or with drawings such as with a design.

Shown in Figure 3 are two more possible layouts for a poster. This section was set in Arial, boldface, 36 points. Note that the amount of type in the sections affects the choice, size, and boldfacing of the typeface. No matter the type that you select for the sections, you should still use a bold sans serif for the headings.

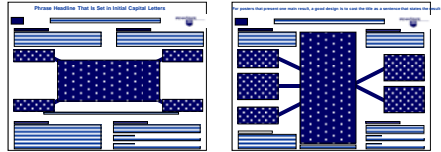


Figure 3. Two more possible layouts for poster (caption: 32 points, bold).

Heading (Arial: 44 Points, Bold)
The second section of the poster might serve a number of purposes: background information, methods, or system design. An important point with posters is to rely on visuals rather than long blocks of text to communicate. Figure 2 shows two more possible layouts for posters. This section was set in Arial, boldface, 36 points.

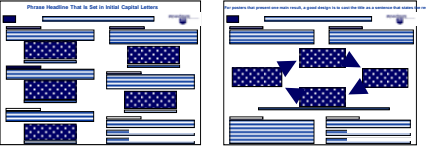


Figure 2. Two other possible layouts for poster (caption: 32 points, bold).

Heading (Arial 44 Points)
The final section of the poster generally provides conclusions and recommendations. This section was set in Arial, boldface, 36 points. As with the first section, this section is read by most passers-by.

Acknowledgments (Arial, 36 points, bold)
In this template, acknowledgments are set in Arial, 32 points. Try to keep the acknowledgments to one or two lines.

References (Arial, 36 points, bold)
First reference in Arial, 32 points, with reverse indent: alphabetical or numerical order.
Second reference in Arial, 32 points, with reverse indent: alphabetical or numerical order.

Poster Components: *The Title*

- Choose words carefully
 - Impacts your CV
 - Source of keywords
 - Determines who will come to view your results
 - Not too long; not too short
- Size: 120 Point (2 inches height)
- Face: Sans Serif vs Times

Poster Components: The Sections

- Introduction
- Methods
- Results
- Summary
- Conclusions
- Acknowledgements

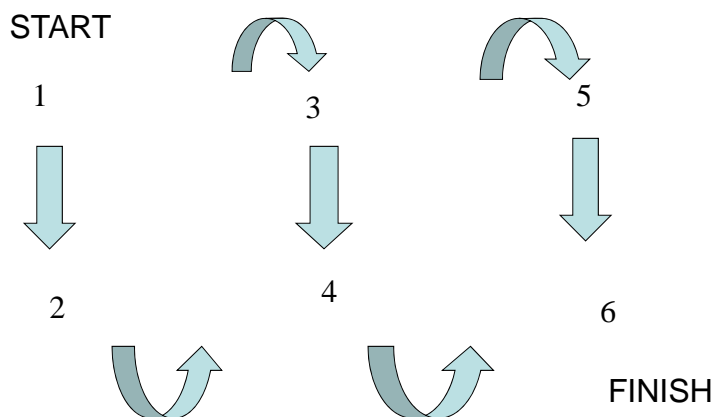
Guidelines for structure:

- Body text
 - – Different font from title
 - – At least 24 point
- Bullet items outline main points; speaker provides detail
- Plan 2 to 3 minutes per slide, so 4-minute talk has
 - – 1 intro slide
 - – 2 body slides
 - – 1 “for more information” slide

Poster Components: The Results

- Select important, effective figures
 - Simple
 - Self-contained (figure legends)
 - Style (color can be useful)
 - Sequence (number to assist flow)

Assemble Ingredients Top to bottom and left to right



Tips for Visual Impact

- Labels and Logic
 - Use of headers
 - Font size and style

48 PT BOLD TYPE

30 PT Declarative statements

24 PT Text minimum

Important Details

- Plan for the space allotted
- Travel with your poster (carry-on)
- Bring your own pushpins, business cards, copies of poster, etc.)
- Be with your poster all of the presentation time (almost all...)
 - (few details if you did it right!)

Poster Presentations...

- Require
 - Planning
 - Preparation
- Provide rewards
 - Can be extremely effective
 - Provides exposure for you and your data
 - Brings feedback from the experts

Remember....

Participating with a poster in a scientific meeting is a good investment in your professional development!

Powerpoint presentations

How to give a good presentation
and keep your audience engaged:

Aspire never to present a “powerpoint”,
only a presentation.

- Despite frequency of use, few people have been trained in how to use powerpoint.
- It is a tool like any other (whiteboard, video, verbal tone, your appearance, etc.)
- Powerpoint can detract from getting your point across.

the Learning center
Where the world comes to learn!™

"...awesome! Well written and easily understood material from beginning to end."
- Carol from Georgia

Search All Courses

home faqs contact us about us resources advanced search

Choose Language
Shopping Cart
My Account

Categories
Business
Certificate Programs
Compliance
Composition and Design
Education
Engineering
Environmental
Finance
Healthcare
Industrial Skills
Insurance
Languages
Legal
Microelectronics
Personal Enrichment
Public Safety
Real Estate
Service and Hospitality
Skilled Trades
Software Applications
Technology
U.S. Public Service
View All Courses In A List

How to Give an Effective PowerPoint Presentation
Price: \$ 86.85 (USD)

You will receive 3.0 credits (CE) upon completion of this course.

Have a question about this course? [Chat with a representative](#).

Course Description

This three-hour course contains specific advice and guidance on how to use The Microsoft PowerPoint presentation program to give effective presentations. The course provides general guidance on the use of text, color, bullets, visuals, and special effects in presentations. Tips are included on how to use a few of the unique features of PowerPoint.

The student must take a multiple-choice quiz consisting of twenty-one (21) questions at the end of the course to obtain PDH credits.

State Board Acceptance

This course can be used by professional engineers to fulfill PDH requirements mandated by state and provincial licensing boards. Decatur Professional Development is an approved provider of continuing education in all states that

Certificate Courses
Self-paced
Open enrollment
Expert Instructors
All materials are included with most courses.

Need Help?
Click here for Live Support

Few words

- “5-5-5 rule”
 - No more than 5 words in title
 - No more than 5 bullet points
 - No more than 5 words per line
 - Rules are made to be broken

Graphics

- Do not put a lot of data on a slide
- The audience can read it faster to themselves than you can read it aloud
- They won't listen to you and will get bored and distracted.

- Slides should never be able to stand alone

- MWSnap (PC)
- Grab (Apple)

Speaking during powerpoint

- Start with a crisp, focused opening - maybe an anecdote or overall conclusion

- Do not read over your slides
 - Let the audience look at them first
 - Otherwise, their attention will be split between listening to you and reading

- **Timing:** start on time, end on time, and practice to be sure this happens

- **Questions:**
 - thank questioner even if the question is ill-informed or off-topic;
 - place time limit on know-it-alls;
 - keep answers short and on target.

- **Background:**
 - Use consistent color scheme
 - Avoid red/green
 - Distractions:
 - Elaborate backgrounds
 - Animation
 - Sound effects
 - Logo on first and last slides

style

- Use remote
- Move around
- Do not read slides
- Try making eye contact
- Try asking rhetorical questions
- Have a grand finale - and thank audience

Residents' research at NJMS

	2003	2004	2005	2006	2007	2008
Abstracts/Posters	14	33	38	42	36	47
Manuscripts	5	4	3	2	6	10
Case Reports	4	5	10	3	8	11
Chapters	1	1	0	0	1	2
Total	24	43	51	47	51	60