

Guidelines for Preparation of Abstracts

Introduction: The introduction should be 2 or 3 brief sentences and contain the following elements:

- The reason the study was inaugurated
- What the object of the study was (*what could be gained*)

Methods: A description of the methods necessary to evaluate the study must be included (i.e., retrospective chart review, prospective trial, etc.). Detailed descriptions of laboratory techniques should not be included (i.e., measurements were made of calcium, phosphate and creatinine). Methods of specimen collections, etc. should be indicated. Where the paper is to describe a study based on a laboratory technique (i.e. leukocyte adherence in advanced malignancy), the technique should be described sufficiently to be understood by workers in the field. *Methods* should occupy a brief portion of the abstract.

Results: This should occupy one-half to two-thirds of the abstract. Specific data necessary to evaluate the abstract should be included along with p values and significance should be indicated whenever possible. If there is doubt that additional data would enhance the abstract, include them. Statements to the effect: “. . . data will be discussed at the presentation” or “ results of the study will be presented”, etc. are sometimes grounds for refusal of the abstract.

Conclusions: The conclusion should be no more than 2 or 3 lines indicating the significance of the results in terms of what was originally designed.

Remember the four basic questions that should be answered by any abstract:

- Why did you do the study?
- How was it done?
- What did you find?
- What is the importance of your findings?

Some Reasons Why Abstracts are Turned Down:

- Previously reported study
- Paper presented or published elsewhere
- Too little data
- Inadequate control
- Methods of study not indicated
- Insignificant study
- Abstract did not conform to requirements (i.e., too long over the 1 page box)
- Poorly written presentation
- Conclusion is questionable in relationship to data presented