

# Final Work

- **Make appointment** for an individual conference in my appointment book for some time **between April 27 and May 11**
  - **Bring your Title and Abstract to that appointment**
  - The schedule will be posted on my office door if you want to make changes
- **Bring Final papers to boxes outside my office by May 6 or for extended deadlines, May 13.**
  - Extensions available as needed
- **Please make two individual, stapled packets labeled with your name and section and bind them both with a binder clip:**
  - **Packet 1:** The final draft of your paper including all sections (Title, Abstract, Introduction, Methods, Results, Tables and Figures, Discussion) and appropriate references.
  - **Packet 2:** All of my hand written comments on your prior drafts.

# Matters of Format

- **Title page**: Title, author, affiliation, key words, word count, running title
- Header or footer on every page including name, running title, and **page number**
- Laser quality print
- Time or Times New Roman font
- 12 pt
- Standard manuscript paper 8 1/2 x 11
- 1 side of paper
- 1 column
- Double spaced
- Ragged right
- 1-inch margins
- Binder clip (no report covers)
- Hand drawn graphics ok
- Keep a copy

# Make Structure Obvious

**Abstract**

**Introduction**

**Methods**

Subheadings

Subheadings

**Results**

Subheadings

Subheadings

**Discussion**

**Conclusion**

Major headings bold, large font, left justified

Subheadings bold but smaller font and indented

*When you use subheads, there should be at least two of them*

Put all illustrations  
at the end of the document

# Meeting 6: Title and Abstract

A *title labels* a research paper.

An *abstract is a stand alone miniversion* of a research paper.

What is the Purpose of a Title?

# What is the Purpose of a Title?

Indicate the **subject** of your research.

**Distinguish** your research from others of its kind.

**Show continuity** with preceding papers.

Provide **key words** for indexing.

# Rules of Thumb for Titles

Use a minimum of technical terminology.

Use fewer than 80 characters.

Avoid active verbs, numerical values, abbreviations,  
and punctuation.

# Some Bad Titles

*Studies on Brucella*

*Action of Antibiotics on Bacteria*

*On the addition to the method of microscopic research by a new way of producing color-contrast between an object and its background or between definite parts of the object itself*

*Isolation of Antigens from Monkeys Using Complement-Fixation Techniques*

*Using a Fiberoptic Bronchoscope, Dogs Were Immunized With Sheep and Red Blood Cells*

# Some Good Titles

*The role of ARK in stress-induced apoptosis in Drosophila cells*

*Use of double-stranded RNA interference in Drosophila cells lines to dissect signal transduction pathways*

# What's a Running Title?

Shorter version of the title printed at the top of each page to save space.

Also called a “running head.”

Maximum character count given in instruction to authors.

Best to write it yourself.

What is the Purpose of an Abstract?

# What is the Purpose of an Abstract?

A **stand alone**, miniversion of the paper (250 words or less).

**Summarizes** the main sections of the paper.

States the **purpose, findings, and impact** of the work.

# Economy of Words

Provide an abstracted version of your paper in as **few words as possible**.

**Choose each word carefully.** Make them clear and significant.

Provide only the **key points**.

# What are Some Pitfalls of Titles?

**Too general or too specific.**

**Too long or too short.**

**Incomprehensible** (sometimes from the use of jargon).

**Inaccurate** (often a syntax problem).

Contains **abbreviations, chemical formulas, jargon.**

# What are Some Pitfalls of Abstracts?

**Extraneous detail** or information or **conclusions not stated in the paper.**

**Wrong type** (informative versus descriptive).

Contains **abbreviations, chemical formulas, jargon or references to the literature, tables, or figures.**

Failure to state the **purpose of the work at the outset.**

Failure to **state the importance of the work and where it leads at the end.**

# Abstract Checklist

- Every abstract has a little:
  - Introduction
  - Methods
  - Results
  - Discussion
  - Conclusion
  
- State the purpose at the outset.
  
- Make the bottom line of your Abstract resonate with the bottom line of your discussion (but they should not be identical).

# Today's In-class Exercises

Critique SciComm in essay form:

What's distinctive? what's something positive? what's something that could be improved?

Make an appointment to see me sometime between April 30 and May 13.

# Out-of-Class Exercises

Write a title and abstract for your long-term project and bring it to my office at the appointed time.

Modify previous sections as needed.