

# Writing a Structured Abstract

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1

Write a short 250 word statement demonstrating the purpose of the paper in order to give a context for the reader

2

In the abstract make sure the information is consistent chronologically with the paper  
Use the headings if necessary

3

Text should be in active voice  
e.g. Sarah wrote a story, not, A story was written by Sarah

4

Categorise your abstract

- a. Research
- b. Concept
- c. Case study
- d. Literature review
- e. Viewpoint

5

Check for spelling and grammar errors