How to Write an Abstract

1) Prior to writing, review abstract instructions carefully
   a. Word / character count (+/- spaces)
   b. Sections (e.g., introduction, methods)
   c. Is a table or figure allowed? How does this affect the word count?
   d. If you are submitting to a meeting, are you required to submit the article to a specific journal if accepted?

2) Title
   a. For a meeting, choose a provocative title to spark the reviewers interest
   b. Introduce the topic, but do not declare main findings or conclusion

3) Introduction
   a. Introduce topic with a general big picture statement (1 sentence)
   b. State the problem. Why is this study important and needed? (1-2 sentences)
   c. List objectives: “Our objectives were 1) to…” No more than 3 objectives at most (1 sentence)

4) Methods
   a. State data source(s) used and time period assessed
   b. Discuss relevant exposure variables
   c. Discuss comparison(s) made to answer the objectives outlined in the introduction and the specific method(s) used if relevant. Do not include simple methods (e.g., univariate statistics etc)

5) Results
   a. Summarize the unit(s) of analysis (hospitals, patients)
   b. Provide general characteristics of the population and hospital setting evaluated, as relevant to your objectives
   c. Summarize exposure variable(s), if appropriate (e.g., treatment A, treatment B etc)
   d. Discuss the results of the analyses as it relates to each objective
   e. DO NOT make any editorial or concluding statements in results

6) Conclusion
   a. Summary statement of main findings, as it relates to stated objectives
   b. Statement on the implication(s) and meaning of this study in a broad context
   c. Statement on next step(s)