



## WAPC Annual Conference Poster Session

### Abstract Tip Sheet for Authors

#### General Guidance

An abstract is a concise but comprehensive summary of the original research, case study, review, or innovative program or project you are presenting. It should NOT be a complete summary of the project but should rather highlight the most important points you want to communicate about your work. ***The quality of an abstract is a key factor in the acceptance process for presentation at the WAPC Annual Conference.***

Prior to submitting your abstract to WAPC for consideration, ask a colleague to review it and provide feedback on readability and comprehension. Set timelines for writing and adhere to them—avoid waiting until the deadline to submit the abstract. Reading and rereading an abstract on different days allows the author to make changes that improve the quality of the abstract.

#### Abstract Dos and Don'ts Checklist

##### DO:

- Use the appropriate application form
- Follow all abstract specifications
- Create a title that is interesting and descriptive of your work.
- Limit the use of abbreviations. If you must use abbreviations, define them on their first use.
- Include scientific units, when appropriate.
- Use the active voice rather than the passive voice.
- Use correct grammar.
- Use clear and concise wording and avoid overly long sentences.

##### DON'T:

- Use abbreviations in the abstract title.
- Overuse terms or acronyms.
- Over report or under report negative findings.
- Have a conclusion that is not supported by the data presented.
- Include reference citations.
- Include authors who have not contributed significantly to the work you are presenting.
- Include figures.
- Exceed the allotted word count.
- Use a format for your abstract that varies from the format required by WAPC.
- Submit your abstract for consideration after the deadline.