



## WRITING AN ABSTRACT FOR THE WCB—A CHECKLIST

Whether you submit a paper, poster or symposium, it's a good idea to do the following:

- Review the [conference theme, tracks, and sub-themes](#): what is the best fit for your idea?
- Review the [formal requirements](#) in terms of word counts and criteria for evaluating abstracts.
- Write a rough draft, perhaps in bullet points. Whether you present on conceptual or empirical work, it always helps to be clear about a) what your research question is, b) how you go about answering it, c) what your conclusions are, and d) what should happen as a consequence of your conclusions.
- Explain your abstract to a colleague. Often, the process of explaining can be helpful for narrowing down what angle exactly one seeks to bring out.
- Write a first rough draft. Then write a (brief, descriptive and ideally interesting) title. Once you are done with your abstract and title, let it sit for a day or two. Then review it again.
- Once you think it can't be improved further, give it two people to read. Ideally, one is knowledgeable in the area (for example, a fellow student, colleague, mentor) and the other is a complete lay person (family, friend).
- If English is not your first language, or you are otherwise unsure about whether your abstract meets the required standards, find someone who can review grammar and expression. If you should not be able to find anyone, let us know at [we will find someone who can help!]
- Review their comments, revise, and proofread.
- Review the tracks and subthemes one last time, to make sure you are submitting where your paper fits best.
- Otherwise: don't start at the last minute—especially if you plan on submitting a symposium and need to make sure how the panelists' contributions complement each other (and that panelists are all available!)

Good luck!

Further resources:

<http://www.kumj.com.np/issue/43/262-265.pdf>

<https://www.nature.com/articles/d41586-019-02918-5>

<https://journals.plos.org/ploscompbiol/article?id=10.1371/journal.pcbi.1005619>