

MetaCause Process Improvement Award 2008

Tips for writing good abstracts:

Writing abstracts requires skill as well as creativity. Based on comments received from peer reviewers, here are a few tips to maximize your chance of success when submitting work:

- ✓ Provide a clear structure e.g. background, objectives, scientific context, methodology, results and conclusions.
- ✓ You do not have to disclose confidential and proprietary information but you will need to provide evidence of the improvement achieved and how you have analysed the data to improve the process.
- ✓ Make sure your objectives are answered by the methodology used, results and conclusions sections.
- ✓ Write clearly and concisely – don't waste any words
- ✓ Justify why you carried out your study
- ✓ State your study objectives
- ✓ Say what you did and how
- ✓ Present your key results
- ✓ Restrict conclusions to those that are justified by results presented in the abstract
- ✓ Avoid using technical language, acronyms or abbreviations