

BOX 10.1
Reviewing an abstract—checklist

Self-review any abstract you write using the following checklist:

- Does the abstract conform to the length limit stipulated by the guidelines?
- Does the abstract conform to the style (i.e. structured abstract or single paragraph) set by the guidelines?
- Does the abstract include the four elements: aims, methodology, results, and conclusions?
- Is the content of the abstract ordered in the prescribed sequence (i.e. aims, methodology, results, and conclusions)?
- Is the abstract free from references, illustrations, and unnecessary abbreviations?
- If you have used any abbreviations, have they been defined?
- Are there any parts of the abstract that can be edited to make it more concise (e.g. is all the information necessary, is there repetition of material, are there any long sentences that can be rewritten to make them more concise)?
- Is the abstract free from errors in spelling, grammar, and punctuation?
- Can the abstract be understood without reference to any further information?

You can improve your ability to write abstracts by working through the review examples in the [Online Resource Centre](#).