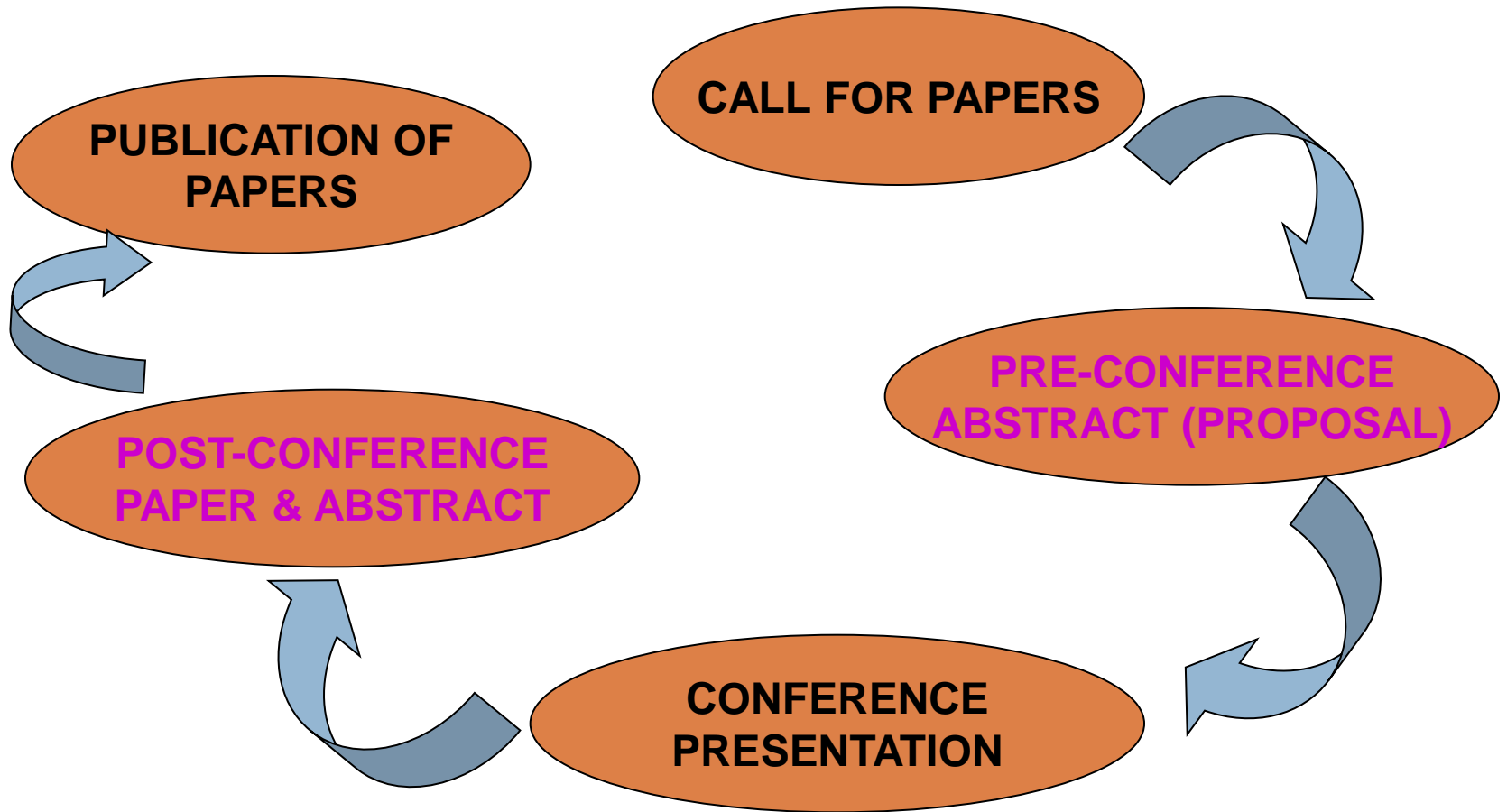


# CONFERENCE CYCLE & ABSTRACTS



# ABSTRACT-SUMMARY-SYNTHESIS (definitions as academic assignments)

- An **abstract** is what you write on the basis of your own paper or research. (= tiivistelmä/abstrakti)
- A **summary** is usually what you write of somebody else's paper/article (except for doctoral dissertations in Finland). (=lyhennelmä)
- A **synthesis** is what you write on the basis of several papers/articles that other researchers have written. (=synteesi)

# GENERAL CHARACTERISTICS

- Abstracts are **summaries** of full reports/expected reports.
- Abstracts are **required for conferences** – the decision to include your presentation in the programme is dependent on the quality of your abstract.
- Abstracts are **also written for journal articles**.
- Abstracts have an **introduction, body and conclusion** – usually in one section.
- Abstracts have **stricter rules about language and form** and they follow discipline-specific conventions.
- The **number of words** allowed in the abstract is specifically **determined**.

# ABSTRACT types

- **INDICATIVE** or **DESCRIPTIVE** - a (general) road map to the report or paper
- **INFORMATIVE, INFORMATIONAL** - highlights findings and results
- **INFORMATIVE-INDICATIVE** - combination: principal findings and results + general info about the report or paper

# PRE-CONFERENCE ABSTRACTS = (OFTEN INDICATIVE/DESCRIPTIVE) ABSTRACT PROPOSALS

- Purpose: to "market" your expertise and to be accepted as a presenter in the conference
- Often written before the actual research has been conducted => careful wording
- Usually published in the conference programme book
- Restricted length and pre-established format described in the Call for Papers
- Differences in disciplinary conventions

# FROM A RESEARCH PLAN/PROPOSAL TO AN (INDICATIVE) ABSTRACT

## SIMILAR ELEMENTS IN A CONCISE FORM:

- 1) **TITLE**
- 2) **INTRODUCTION** => motivation/problem statement: What has motivated you to start the research, i.e. **why** is it important? **What is the problem** here? What solutions are you searching? – i.e. what research gap? What has been done before?
- 3) **APPROACH** => methods/procedure: **How** are you planning to conduct the research?
- 4) **EXPECTED OUTCOMES** => results/findings/product: What do you **expect to achieve**? What have you already done/achieved?
- 5) **CONCLUSION** => possible implications: What larger **implications** are there? What might be the **impact** of your study?

# POST-CONFERENCE ABSTRACTS = INFORMATIVE ABSTRACTS PUBLISHED IN CONFERENCE PROCEEDINGS

- **Purpose:** to introduce your research topic, **to attract readers** and peers, an established convention
- Regulated by the editor of the publication
- Usually 6 bits of information, often 1 sentence/point:
  - Purpose of study
  - Scope of study
  - Method/Approach
  - Results/Findings
  - Conclusions
  - Recommendations
- Comparable to "executive summary" in business reports – in order to allow assessment of relevance

# INCLUDED



# NOT INCLUDED

- context of study - intro
- statement of problem/  
purpose of study
- brief explanation of  
approach
- principal results / findings  
or expected outcomes
- conclusions

- figures, tables
- literature references
- uncommon abbreviations  
and/or acronyms
- information not appearing  
in the body of the report  
itself

# LANGUAGE DOs and DON'Ts

- full sentences, but economical (verbs; articles)
- passive vs. active voice depending on conventions
- use of tenses regulated – e.g. past tense when reporting, past/present/ future in intros & conclusions
- enough information for the reader to make decisions about the whole report
- follow conventions required
- avoid complex noun phrases, reduce wordiness
- avoid "we" unless many writers
- avoid abbreviations, jargon, symbols
- avoid subheadings unless instructed (i.e. a structured abstract)
- avoid informal language

# USE OF TENSE in ABSTRACTS

- Simple present = s-g is TRUE/ALWAYS TRUE
- Present continuous = s-g is TRUE AT THE MOMENT
- The study explores issues related to ...
- Racism presents a problem...
- Growing racism is becoming a serious problem ...
- Organisations are increasing their efforts to ...

# TENSE in ABSTRACTS cont.

- Simple past = s-g WAS TRUE/DONE/ COMPLETED IN THE PAST
- Present perfect =s-g WAS TRUE IN THE PAST AND IS STILL TRUE
- The data was/were gathered through an interview ...
- The analysis was done using ANOVA and ...
- The survey was conducted to explore ...
- The purpose of the study was/has been to..
- Many studies have addressed ... (but few have focussed on ...)

# TENSE in ABSTRACTS cont.

## - predicted certainty

- Future tense = s-g MAY or WILL HAPPEN
- Modal = s-g MAY or MIGHT or WILL or SHOULD happen
- Internationalisation will (probably) (continue to) increase professional mobility ...
- Our findings demonstrate that the problem of X should be ...
- With / without adequate measures ... mobility may/might/ should in the future ...

# YOUR ABSTRACT TASKS

- Read the **Call for Abstracts** and **write an indicative/informative abstract proposal** about your own research for the dissemination conference simulation session to be held in November
- Maximum length is 200 words, don't forget the title!
- Follow the conventions of your field
  
- Send your abstract proposal to your review partner by **7 April** **AND**
- Read and give feedback by **9 April** on your partner's proposal using the feedback form provided **AND**
- Send your reviewed abstract to the teachers ([anne.e.rasanen@jyu.fi](mailto:anne.e.rasanen@jyu.fi) and [marlen.harrison@jyu.fi](mailto:marlen.harrison@jyu.fi)) by **12 April**.
  
- Upload your **FINAL abstract** (after feedback and revisions) on the conference website **by 26 April**