



How to write an abstract

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Session Overview

- Understanding ARMS submission guidelines
- What is an abstract?
- The purpose of your abstract
- The 5-Question Technique
- Writing an engaging title



Global and local research partnerships for a sustainable future

11 – 13 September 2024
Darwin Convention Centre

ARMS 24 Theme: Global & local research partnerships for a sustainable future

CONFERENCE SUB-THEMES



Bringing philanthropists,
public research and industry
research closer together



Effective collaboration
with external stakeholders



More than our rank –
innovate the future of
global rankings



Professional research
management as an
embedded practice



The Knowledge Broker –
Translating and disseminating
research for greater impact

ARMS Conference key dates *for Presentations and Posters*



Presentation or Poster?

Presentation	Poster
Concise format – formal presentation	Concise format – informal dialogue
20-25 minutes including question time	Authors must attend their posters during the allocated time (have a one sentence summary that you can extend to five, then ten, depending on how interested the recipient is)
Presented using PowerPoint projection	Presented using your poster (84cm wide and 119cm high)
Inclusive, safe and supportive environment	Inclusive, safe and supportive environment
Gain immediate feedback on your work	Gain immediate feedback on your work
Talks happen once	On display throughout the conference
The presentation will go on your CV	The presentation will go on your CV

General Guidelines for submitting your abstract

1 Articulate succinctly the key message(s) you wish to communicate to conference delegates

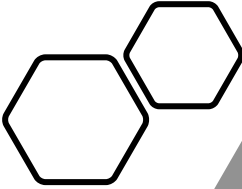
2 Evoke interest so that conference participants want to hear what you have to say

3 When presenting the abstract make sure that you

- Submit your abstract online
- Be concise
- Select an interesting and engaging title
- Identify the presenter's name(s)
- Identify the presenter's contact details
- Provide an indication of preferred presentation format
- Identify the sub-theme
- Submissions may not be advertisements of institutions

ABSTRACTS

“A concise summary of your oral presentation or poster content”



An abstract is often the last thing that you write

Abstracts

- Fully self-contained, well-developed paragraph(s)
- Outlines *ALL* parts of the presentation – like a movie trailer *WITH SPOILERS*
(<https://youtu.be/-uovHzziffc?t=58>)

The purpose of your abstract

Abstracts are important for both **selection** and **attendance** purposes



The 5-Question Technique

- 1 Why did you do it?
- 2 What did you do?
- 3 How did you do it?
- 4 What did you find out?
- 5 What does it mean?

Hint: Structure your writing around your aims, approach, outcome and impact



EXAMPLE Abstract

Optimizing Grant Development and Management Processes: A Comprehensive Approach

Using best practice, we conducted a comprehensive analysis to identify bottlenecks and areas for improvement across the grant lifecycle from proposal submission to reporting. We conducted stakeholder consultations and implemented a survey with grant management professionals and faculty staff. Findings indicated a significant reduction was needed in processing times, as well as improved transparency and enhanced collaboration. Data analytics provided valuable decision-making insights that enabled us to optimise resource allocation and make better use of automation tools and training programs to reduce processing times and enhance transparency. Automation minimized administrative burdens, allowing researchers to focus on core activities. The optimization signifies a shift towards a responsive research ecosystem that could be applicable across the sector. Researchers can now navigate the grant lifecycle with ease, fostering innovation and accelerating grant outcomes. The findings underscore the importance of continual evaluation, reinforcing the commitment to advancing research management practices. The optimized processes served as a blueprint for a dynamic and efficient research funding environment across the sector.

Read the following fictional abstract and consider what are the issues and how it could be improved

- 1 The why is not mentioned
- 2 The aim is not clear
- 3 Some useful detail is missing
- 4 The approach and results are unclear
- 5 The significance of the findings is not mentioned

EXAMPLE Abstract

Optimizing Grant Development and Management Processes: A Comprehensive Approach

Using best practice, we conducted a comprehensive analysis to **identify bottlenecks and areas for improvement** across the grant lifecycle from proposal submission to reporting. We conducted **stakeholder consultations and implemented a survey** with grant management professionals and faculty staff. **Findings indicated** a significant reduction was needed in processing times, as well as improved transparency and enhanced collaboration. **Data analytics** provided valuable decision-making insights that enabled us to optimise resource allocation and make better use of automation tools and training programs to reduce processing times and enhance transparency. Automation minimized administrative burdens, allowing researchers to focus on core activities. The optimization signifies a shift towards a responsive research ecosystem that could be applicable **across the sector**. **Researchers can now** navigate the grant lifecycle with ease, fostering innovation and accelerating grant outcomes. The findings underscore the importance of **continual evaluation**, reinforcing the commitment to advancing research management practices. The **optimized processes** served as a blueprint for a dynamic and efficient research funding environment across the sector.

Read the following fictional abstract and consider what are the issues and how it could be improved

- 1 ***The why is not mentioned***
- 2 ***The aim is not clear***
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EXAMPLE Abstract

Automating the Grant Lifecycle for accelerated success (REVISED)

Changes in ARC processes mean that grant development and management services are more important than ever. Using best practice, we evaluated our current processes at *University Regional* across the grant lifecycle and made necessary changes in our service delivery. **First**, we engaged in a consultation process within the grant management team and across the faculties to identify bottlenecks and areas for improvement. **Initial findings** indicated a significant reduction was needed in processing times, as well as enhanced collaboration. **Further data analytics** provided valuable decision-making insights that indicated a strong need to optimise resource allocation and for us to make better use of automation tools and training programs to reduce processing times and improve transparency. **Applying these learnings**, we found that automation minimised administrative burdens, allowing researchers to focus on core activities from proposal submission to reporting. **For example**, researchers can now navigate the grant lifecycle with ease, fostering innovation and accelerating grant outcomes. The optimization signified a shift towards a responsive research ecosystem that could be applicable across the sector. These findings underscore the importance of continual evaluation, reinforcing the commitment to advancing research management practices. The optimized processes serve as a blueprint for a dynamic and efficient research funding environment across the sector.

1

2

3

4

3

4

5

Think about your title – Make it engaging!

- 1 Good titles should contain the fewest possible words that adequately describe the contents of the presentation
- 2 Effective titles identify the main issue and include key content words
- 3 Published titles are accurate, unambiguous, specific and complete
- 4 Engaging titles are short and catchy
- 5 Readable titles do not contain rarely-used abbreviations
- 6 Attractive titles reach the readers

Hint: Why 'The effect of heating the albumen and vitellus of the Gallus gallus domesticus contained in calcium carbonate in H₂O to 373.15 K' when 'Boiling a chicken egg in water' says it all?

Think about your title – Make it engaging!

Original Title	Revised	Remarks
Preliminary observations on the effect of Zn element on anticorrosion of zinc plating layer	Effect of Zn on anticorrosion of zinc plating layer	<u>Long title</u> distracts readers. Remove all <u>redundancies</u> such as “observations on”, “the nature of”, etc.
Action of antibiotics on bacteria	Inhibition of growth of mycobacterium tuberculosis by streptomycin	Titles should be <u>specific</u> . Think to yourself: “How will I search for this piece of information?” when you design the title.
Fabrication of carbon/CdS coaxial nanofibers displaying optical and electrical properties via electrospinning carbon	Electrospinning of carbon/CdS coaxial nanofibers with optical and electrical properties	“English needs help. The title is nonsense. All materials have properties of all varieties. You could examine my hair for its electrical and optical properties! You MUST be specific. I haven’t read the paper but I suspect there is something special about these properties, otherwise why would you be reporting them?” – <i>the Editor-in-chief</i>

Avoid

1. **Acronyms** that are unfamiliar to your audience
2. **Question marks**
3. **Puns** that might not necessarily be understood

ARMS24 Abstract Template

Presentation Type: Oral Presentation, Poster Presentation Or Pre-conference Workshop

Theme: Insert Theme Name You Wish To Submit Under

Abstract Title (No More Than 20 Words)

*Presenters, Authors:

*Surname, First Name X, Surname, First Name X

X Affiliation, X Affiliation,

Presenters Email Address:

Abstract (Must Not Exceed 250 Words):

Insert Text



References & Resources

[Call for Abstracts | ARMS2024](#)

[2024 ARMS Conference -](#)

[Abstract Guidelines,](#)

https://www.arms2024.com.au/files/ugd/018718_3b202ea4a1024f3f9b97f0a34d3923dd.pdf

[Writing an abstract \(UniMelb\)](#)

[Writing an abstract \(ANU\)](#)



Thank you

Contact your presenters for further information:

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ARMS Conference key dates *for Presentations and Posters*



Look out for these ARMS24! workshops from NSW Chapter

- *Presentation skills*
 - *How to create a poster*
 - *How to engage and network during a conference (TBC)*
- 

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