Standard Operating Procedure – New Format for Abstracts

Responsibility: Associate Dean; College Coordinator

Time Frame: Posting proposal and final abstracts in MyAdvisor

Definition: All College of Education graduate student abstracts for dissertations and theses will provide a brief overview of the study in a maximum of 500 words, and will not include citations.

Procedures:

Step 1: The Abstract Format

   Step 1a: Center the word “Abstract” on the page

   Step 1b: Formatting Rules for the word “Abstract”
           i. No bold
           ii. No italics
           iii. No underlining
           iv. No quotation marks

Step 2: The Paragraph Format

   Step 2a: Double-spaced

Step 3: Format Information

   Step 3a: Example on CITE Training Library
   Step 3b: Dissertation and Thesis Resources

Step 4: The Paragraph Structure Format MyAdvisor (only)

   Step 4a: Each abstract contains the following identifiable items imbedded in the paragraph:
           i. Title: (On the first line of the paragraph and not in all capitals)
           ii. Background/Problem Statement:
           iii. Purpose/Research Questions:
           iv. Methods: (e.g. participants, instruments or data sources, planned analyses)
           v. Results/Findings: (final abstract only)
           vi. Conclusion: (final abstract only)

   Step 4b: Identifiable items do not count in the total work count

   Step 4c: Incorrectly formatted submissions rejected in MyAdvisor

Step 5: Students can choose to omit the formatting structure for their published document.