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 300 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.