

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.