

How to write an abstract for conference submission

Writing an abstract for a conference is an essential step in sharing your research or project with a broader audience. Here's a straightforward guide to help you create an effective abstract, whether your work is completed or ongoing.

1. Understand the conference themes

Before you start writing, make sure your abstract aligns with the conference themes. For the Together for Short Lives 2025 National Conference, the themes include:

- Innovative and Collaborative Service Models
- Education, Training, and Quality Improvement
- Family Experience
- Perinatal Palliative Care
- Practice/Service Development Including New Research
- Sustainability and Growth

Choose the theme that best fits your work.

2. Structure your abstract

A typical abstract is concise, usually between 250-300 words, and follows a specific structure. Here's how to organise it:

Title: Choose a clear and descriptive title that summarises your research or project. Make it attention-grabbing but relevant to the content.

Introduction: Start with one or two sentences introducing the problem or question your research addresses. Briefly explain why it's important or what gap it fills in the current knowledge.

Aims: Clearly state the goals or objectives of your research. What did you set out to discover or achieve?

Methods: Provide a brief overview of the methods or approach you used. If your research is ongoing, explain the steps you have taken so far.

Results: Summarise the key findings of your research. If your project is ongoing, present any preliminary results or what you expect to find.

Conclusion/Implications: Conclude with a sentence or two on the significance of your findings. How do they contribute to the field, or what potential impact could they have? If your research is ongoing, discuss the potential implications.

3. Keep it concise and focused

Word count: Stick to the word limit, typically 250-300 words. Be clear and to the point.

Avoid jargon: Use simple language that can be understood by a broad audience. Avoid overly technical terms unless absolutely necessary.

Be specific: Don't be vague. Clearly state what your research is about, what you found and why it matters.

4. Review and edit

Proofread: Check for spelling and grammar errors. A well-polished abstract reflects professionalism.

Get feedback: Have a colleague review your abstract to ensure it's clear and compelling.

Revise as needed: Don't be afraid to make changes to improve clarity and impact.

5. Submission

Follow guidelines: Ensure your abstract meets all the submission guidelines provided by the conference.

Indicate presentation preference: Specify whether you prefer to present your work as an oral presentation, quick-fire session, poster or no preference.

To submit your abstract, please visit the conference page:
app.oxfordabstracts.com/stages/7064/submitter

Tips for success

Start early: Give yourself plenty of time to write and revise your abstract.

Be clear: Ensure that anyone reading your abstract can understand your research and its importance.

Align with the conference: Make sure your abstract directly relates to the conference's themes and objectives.

By following these steps, you can craft a strong abstract that effectively communicates your research or project and increases your chances of being selected to present at the conference.

Good luck!