

Abstract Preparation Checklist:

Use the checklist below to ensure your abstract meets all requirements.

A	GENERAL
1	Does the abstract respect the mandatory word limit? (300 words)
2	Does it follow the recommended structure (background, methods, results, conclusion)?
3	Is it free of references and parenthetical statements?
B	TITLE
4	Do you have a strong title instead of a bland neutral title? Remember: the title does not affect the word count so it doesn't need to be extremely short.
5	Does it mention time, place, and person?
6	Does it emphasize the key results or conclusion? <i>NO: Measles outbreak in Micronesia, 2014</i> <i>YES: Measles outbreak associated with vaccine failure in adults — Federated States of Micronesia, February–August 2014</i>
C	VOCABULARY/WORDS
7	Are all abbreviations and unique terms defined?
8	Did you capitalize appropriately (first word in a sentence, any proper noun – persons, places, or organizations, – acronyms, initialism? If unsure, do not capitalize *
9	Did you eliminate “zombie” words (nouns that should really be verbs)? Words that end in -ION, MENT, AL may be zombie words: <i>NO: we conducted an investigation</i> <i>YES: We investigated</i> <i>NO: We made an assessment</i> <i>YES: We assessed</i> <i>NO: We conducted an appraisal</i> <i>YES: We appraised</i>
10	Did you eliminate adjectives and adverbs and use quantifiers instead? <i>NO: This was a very big outbreak. (very is an adverb and big is an adjective)</i> <i>YES: The outbreak affected 420 people.</i>
D	GRAMMAR, PUNCTUATION, ETC...
11	Is it written (mostly) in the active rather than the passive voice? (subject-verb-object)? You can use the passive voice in the methods section. <i>NO: “Control measures were implemented by the health department.”</i> <i>YES: “The health department implemented control measures.”</i>
12	Are your sentences complete (with at least a subject and a verb)?
13	Do your sentences have one independent clause (one subject, at least one verb) expressing one idea per sentence? <i>NO: “A total of 13 (56.5%) patients had complications including pneumonia and acute liver failure; and five (21.7%) vaccinated patients died from severe pneumonia or acute liver failure.”</i> <i>YES: “A total of 13 (56.5%) patients had complications including pneumonia and acute liver failure. Five (21.7%) vaccinated patients died from severe pneumonia or acute liver failure.”</i>
14	Do your sentences follow a logical order? * Does each sentence logically lead to the next?
E	BACKGROUND
15	Does it answer the question: Why did you do the study?
16	Is it short (ideally, 1 sentence to state the public health issue, 1 sentence to introduce the study objectives)?

17	Is the public health issue clearly stated and specific? <i>NO: Many children do not receive the measles vaccine.</i> <i>YES: In 2020, over 22 million infants worldwide did not receive their first dose of the measles vaccine.</i>
18	Is the last sentence of the background the study objective(s)? Is it clear that it is the study objective? <i>For example: "This study aimed to investigate the features of measles in pediatric hematology and oncology patients, explore the reasons behind the outbreak, and provide recommendations."</i>
F	METHODS
19	Does it answer the question: How did you do the study?
20	Do you describe the practical steps followed in the fieldwork? <i>NO: "We conducted a neighborhood matched case-control study."</i> <i>YES: "We defined cases as ... and compared each of them to two matched controls recruited in the household of the closest neighbors."</i>
21	Do you mention the methods used to analyze the data?
22	Do you also explain the indicators that were calculated (e.g., matched odds ratio, weighted average, prevalence)?
G	RESULTS
23	Does it answer the question: What did you find?
24	Do you provide key figures needed to support the findings? Usually, the abstract should contain rates and denominators for the proportions calculated, proportion exposed or proportion affected, measures of associations and confidence intervals.
25	Are all numbers rounded to two digits?
26	Do you include key rates that support odds ratios, risk ratios, and/or prevalence ratios?
27	Do you use numerical data instead of words?
28	Do the data present and support the upcoming conclusions and/or recommendations?
H	CONCLUSION
29	Does it answer the question: What does it mean?
30	Is the conclusion stated?
31	Does it answer the questions or problems raised in the introduction's study objective(s)? <i>For example, for the study objective example earlier in this table, the conclusion should state: "The outcome of the measles outbreak in previously vaccinated oncology and post-HSCT pediatric patients during chemotherapy and immunosuppressant medication was severe. Complete loss of protective immunity induced by measles vaccine during chemotherapy was the potential reason."</i>
32	If you provide a recommendation, did you mention it in the study objective? <i>For example, "Improved infection control practice are critical to prevent measles in malignancy patients and transplant recipients."</i>
33	Are all conclusions and/or recommendations based only on the data presented?
34	Is it free of platitudes? <i>NO: More research is needed</i>
I	OVERALL
35	Could an uninitiated colleague or peer read this from beginning to end in one reading, and understand the study and the issue at hand?