

HOW TO WRITE AN ABSTRACT



GSGSG GUIDELINES

- ➔ An abstract in both Bahasa Melayu and English must be included
- ➔ The former version (BM) appearing before the latter (English)
- ➔ Terms that cannot be translated to Bahasa Melayu and must be used in its original form in English should be italicized
- ➔ Must not exceed 350 words (not inclusive of keywords)
- ➔ The word "Keywords" should be bold
- ➔ The keywords must be between 3 to 5
- ➔ Keywords – in capital letters



FORMAT OF AN ABSTRACT

Body Text:

- The first line of each paragraph is not indented and the lines are justified
- The right margin is even rather than ragged

Paragraph :

- 200-350 words, Times New Roman, Size 12, single spacing lines, Sentence case and Justified

HOW TO EDIT YOUR ABSTRACT

- First thing that most people will read
- Brief overview - serves as a summary of what your paper contains
- Should be succinct and accurately represent what your paper is about and what the reader can expect to find
- Generates interest in your work and helps readers quickly learn if the paper will be of interest to them

ACCORDING TO APA STYLES:

- Brief but packed with information. Each sentence must be written with maximum impact in mind. To keep your abstract short, focus on including just four or five of the essential points, concepts, or findings.
- Objective and accurate. The abstract's purpose is to report rather than provide commentary. It should also accurately reflect what your paper is about. Only include information that is also included in the body of your paper

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COMPONENTS OF AN ABSTRACT

TABLE 1: COMPONENT OF ABSTRACT (ADAPTED FROM HYLAND, 2007)

COMPONENT	FUNCTION	KEY PHRASE EXAMPLE
Introduction	<ul style="list-style-type: none"> Establishes the paper's context and motivates the research or discussion Background of the study 	<ul style="list-style-type: none"> "This study builds on earlier research..." ("Phenomena) has been a critical concern / attracted a plethora of research attention". "... have been well understood..."
Purpose	<ul style="list-style-type: none"> Indicates the purpose of the research, and outlines the aim behind the paper 	<ul style="list-style-type: none"> "This study examines/ investigates how..." "The aim of this study is..." "This study addresses a gap..."
Method	<ul style="list-style-type: none"> Provides information on design, procedures, data analysis, etc. 	<ul style="list-style-type: none"> "A qualitative research design was employed..." "A quantitative survey was used..."
Result	<ul style="list-style-type: none"> Indicates results and key findings 	<ul style="list-style-type: none"> "The results demonstrate that..." "The results show that..."
Conclusion	<ul style="list-style-type: none"> Points to the application or wider implications and interpretation scope Recommendation of the study 	<ul style="list-style-type: none"> "The findings from this study suggest that..." "We conclude that..."

PROOFREADING

- Proofreading is the process of examining the final draft of a document or text — after it has been edited — to ensure there are absolutely no errors.
- A proofreader will review for spelling errors, punctuation errors, typos or incorrect use of regional English (i.e. ensuring that you're using American English or British English)

EDITING

- To review and change your text with the intent to improve the flow and overall quality of your writing.
- An editor has the freedom to remove entire sentences or rewrite entire paragraphs.
- A good editor will correct any obvious errors they come across, but their main goal is to use their expertise and intuition to ensure the document makes sense, cut down on wordiness, and clarify any ambiguity.

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