HOW TO EDIT YOUR ABSTRACT

ABSTRACT (APA STYLE)

Your definition?

- 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 help readers quickly learn if the paper will be of interest to them

According to APA style:

- **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.

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.

COMPONENTS OF AN ABSTRACT

1. The background of the study

2. The purpose of the research

   - Objectives
   - Aims of the research

3. The methods used

   - Description of methodology

4. The results obtained

   - Description of findings

5. The significance of the results and findings

   - Implications of the study

   - Recommendation of the study

ISSUES WITH ABSTRACTS

1. Did not get supervisor's consent/approval

2. Too long/too short an abstract

3. Translation – direct google translate

4. Malay and English versions do not tally (meaning/ word count, etc)

5. Too complicated sentences – long winding sentence

6. Too short sentences/ Hanging sentences

7. Unclear ideas to be presented

8. Without research objectives/ unclear RO

9. Description of methodology not evident

10. Without methodology

11. Background of the study - too long

12. Too short findings being highlighted

13. Spelling errors

14. Language errors

15. Technical faults – font type, font size, margin, spacing, alignment, providing a title

16. Title