**ABSTRACT CHECKLIST**

Researchers in all fields of study go through a peer review process before their scholarship is presented to the public. At MTSU, the Scholars Week Committee reviews all abstracts and determines whether each project meets the university standards for public presentation of research and creative activity.

This checklist will help you prepare your abstract for review. Think of your abstract as more than a summary: it should make a concise but compelling case for why your project matters—to whom and in what way.

A good abstract can be difficult to write, so take your time and be willing to write more than one draft in collaboration with your mentor before submitting for the committee’s review.

**CONTENT:**

\_\_\_\_ The abstract states the project’s *catalyst*—the problem, issue, or situation

the researcher or artist is addressing.

\_\_\_\_ The abstract states the *audience* for the project—who is (should be) most

invested in this matter?

\_\_\_\_ The abstract makes clear the *scholarly* component of the project: in other

words, it indicates the project's contribution to a particular academic

conversation.

\_\_\_\_ The abstract makes evident the *progress* that has been made toward completing the research or creative achievement.

\_\_\_\_ The *title* is a clear and accurate description of the project’s focus.

**PROCESS:**

\_\_\_\_ The researcher’s *mentor* has reviewed/approved the abstract.

\_\_\_\_ The researcher has sought additional *peer review* either from classmates or

tutors.

\_\_\_\_ The abstract has been carefully *edited* to meet the length requirement and to

eliminate typos or writing errors. *Please note that the committee may reject abstracts that go over 300 words or that need proofreading.*

If you answered *yes* to each of the above statements, then you are ready to submit your abstract to the Scholars Week Committee for review. Good luck!