



SAAIR Abstract Writing

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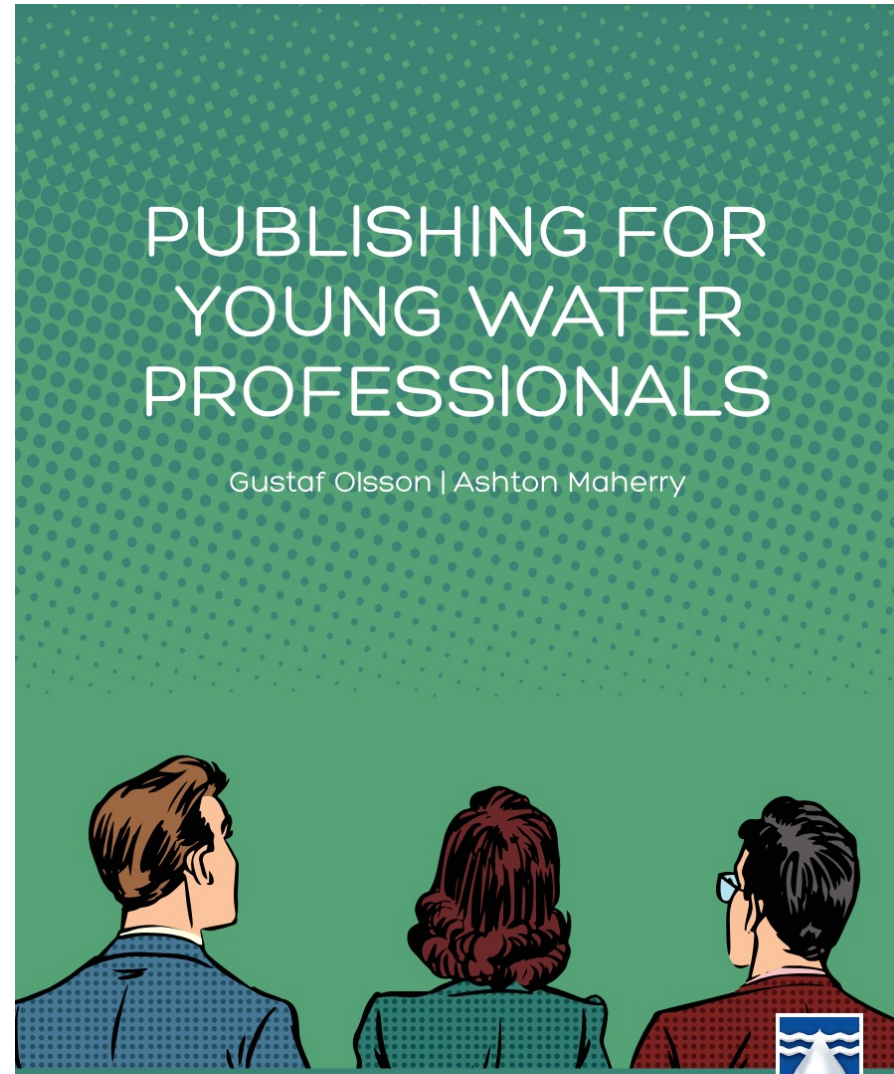
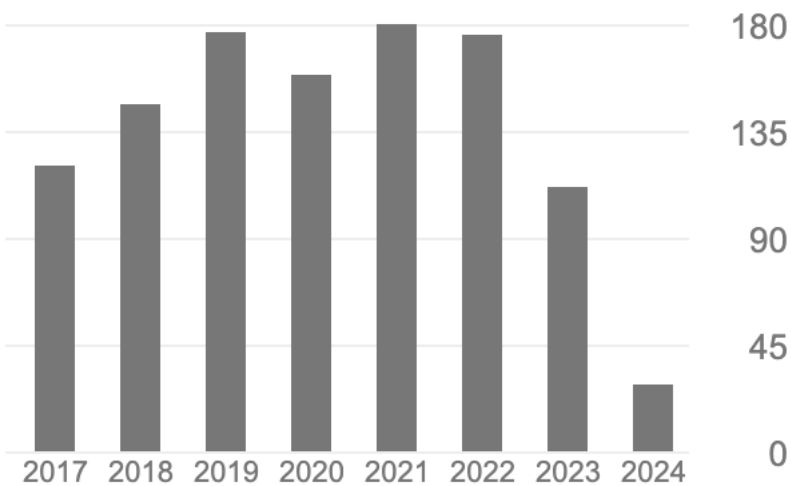
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Some slides were adapted from Professor Gustaf Olsson, and remain the intellectual property of Prof Gustaf Olsson.

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	All	Since 2019
Citations	1505	833
h-index	18	14
i10-index	22	16



WATER
RESEARCH
COMMISSION

SP 107/17

https://wrcwebsite.azurewebsites.net/wp-content/uploads/mdocs/Publishing%20for%20YWPs_web.pdf

PROGRAMME

Part 1) Why Publish?

Part 2) Start writing – Skeleton outline

Part 3) Title, Keywords and Abstract

Part 4) Evaluation Criteria

Part 5) Note about authors and using AI

Part 6) 31st SAAIR Conference Theme and Sub-Themes



WHY PUBLISH?

- Publishing is the crucial **quality test!**
- It is the condition for open research
- You will get known
- You meet other researchers/practitioners and can **compare** results
- You do not buy knowledge – you **exchange** it!
- You build up a **network** of colleagues
- You can attend conferences



WHY PUBLISH?

If your research is not published
in a journal or a well-known conference

it does not exist!

It must be possible to find it.

Most academic people are evaluated based on impact
factors and number of papers



CONSIDER THIS

To successfully reach and influence your target audiences requires careful planning of both the writing and publication processes so that your papers are not only read, but **understood**, and found **meaningful** and influential by the readers.



ORDER OF WRITING

Revise, Revise and
Revise ... And Revise

- Beginning
 - Objective
 - First outline of the title
 - First outline of introduction
 - Your vision, possible conclusion
- Continuously
 - Materials, methods, results, references
- When the work is completed
 - Abstract
 - Introduction (upgraded!)
 - Conclusion (the message)
 - Logically derived from the results
 - Final editing of the title

Start with the Introduction and
Conclusion, and then finish with the
Introduction and Conclusion.

You are here!



Elements	Academic	Practitioner
Title	"sells" the manuscript. Express only one idea or subject in the title and ensure that the important words are placed first.	
Abstract	Brief summary that outlines the study's objectives, methods, key findings and conclusions	
Introduction	Include objective, the problem/research question addressed, concise background, focusing on the gap in knowledge and how your research addressed it. State your hypothesis and the suggested solution to the problem. Possibly contextualise your results.	
Materials and Methods	Research design, data collection methods, statistical analysis used so the study can be verified and replicated. Brevity vs Completeness	Describe the Process or Intervention, so that it can be verified and replicated. Brevity vs Completeness
Results	The results section is where you present the (experimental or intervention) results which are then discussed. Show only the results that are relevant to your objectives and conclusions and which you intend to discuss.	
Discussion	A scientific paper does not just require you to list results, but requires you to interpret them. The data you present in the results section should lead you and the reader, via the discussion section, to the conclusions. Please avoid stating statements that the results will be presented during the conference.	
Conclusion	Conclusions of your work so far. What are the lessons learnt. Unanswered questions. Recommendations	
References	Have to have. Typically an abundance of possible references.	Would benefit from. Usually battle to find suitable references.

START WRITING – SKELETON OUTLINE (1)

After you have determined your vision and the reader the next step is to start writing.

While a journey of a thousand miles begins with a single step, a paper begins with a skeleton outline after which you add the meat to the bones.

We recommend that you start with a skeleton outline of the paper before you start writing full sentences.



START WRITING – SKELETON OUTLINE (2)

Begin with a skeleton outline (in bullet point form) that clearly answers the following:

- Central message
- Key points
- Key outcomes



SKELETON OUTLINE (3)

Written in bullet or point form and must clearly state the following:

- Central message
- Key points
- Key outcomes

What is the central message of your paper? Spend time on this as it will pay off in the long run.

- Develop a central message of the manuscript
 - Use 20-25 words
- Define the materials and methods
 - The methods you used to carry out the study
- Summarise the question(s) and problem(s)



THE CENTRAL MESSAGE? (1)

- What is the question that your paper is addressing?
- Why is this work important?
- Can you explain for a non-expert what the work is all about?
- Describe for your friend – that is not an expert in the field – what you are doing.

Explain your central message in 20–25 words



THE CENTRAL MESSAGE? (3)

1. Write down the three central points of your paper.
2. Summarise your paper in one sentence.
3. Describe your work to a colleague in **one minute**.
4. Why was the work done?

Spend time on this! It will pay off.



CONTRIBUTIONS OF YOUR WORK

Summarize in **less than half a page** your contributions in terms of:

- What was known before you started the work?
- The key points of your contributions
- Define the materials and methods, or Describe the intervention
- Are the results what you expected, or are there any surprises?
- Conclusions of your work so far
- What are the lessons learnt
- Unanswered questions



EXERCISE

1. Write down three central points of your paper
2. Summarise your paper in one sentence.
3. Describe your work to a colleague in one minute.
4. Why was the work done?



31ST SAAIR CONFERENCE – ABSTRACT DEADLINE 30 APRIL 2024

- Abstract (at most 400 words),
- Include 3–5 keywords
- Conclusion (at most 150 words) of their proposed contribution
- Email to truesair@tut.ac.za



THE TITLE – CATCHING THE ATTENTION

- As short as possible – but still informative!
- The title “sells” the manuscript
- Express only one idea or subject in the title
- Important words are placed first
- Avoid abbreviations
- Does it make the reader interested to continue reading?
Or make a delegate want to attend your presentation?
- **Subtitle** can be useful
- Test a number of titles together, or use ChatGPT for suggestions



TITLE – MAKE IT SIMPLE!

Why

'The effect of heating the albumen and vitellus of the Gallus gallus domesticus contained in calcium carbonate in H₂O to 373.15 K

WHEN

'Boiling a chicken egg in water'
says it?



COMPARE TITLES

1. The Use of Generative Artificial Intelligence in Institutional Research/Effectiveness
2. A Practical Guide for Generative AI Use in Research
3. Generative AI in Research: Perspectives and Cultural Norms
4. Generative AI in Institutional Research: My perspective and experience.
5. ChatGPT – Fad or Future?



KEYWORDS

- Use 3-6 **descriptive** keywords
- Be precise – avoid general keywords like “higher education” or “quality assurance”
- Keywords and title are used for searching for papers (the words of the title should **not** be repeated as keywords)



ABSTRACT

- Make sure that the abstract is informative, can stand alone and covers the content
- Should be a combination of
 - The problem
 - The conclusions
- For SAAIR: Must include objectives, methodology, findings and key recommendations
- It is the **selling point via search machines**– be brief and specific.
Use < 200 words (For SAAIR Conference < 400 words)
- No figures and no references



EVALUATION CRITERIA FOR ALL PROPOSALS

- Whether the proposal links to one or more of the **SAAIR's objectives** namely "to benefit, assist and advance institutional research leading to improved understanding, planning and operation of institutions of higher education."
- The degree to which the proposal links to the **Conference theme** (Submissions that do not directly address the theme or sub-themes of the conference will also be considered if they clearly focus on one or more of the objectives of SAAIR).
- The overall **clarity** of the proposal (e.g. quality of writing, organisation of ideas, clarity of assumptions, the logic of arguments).
- The **importance, significance, and relevance** of the topic and major issue(s) addressed for institutional research.
- The potential significance of the **contribution**.



SPECIFIC CRITERIA APPLICABLE TO CONTRIBUTED PAPERS

- Abstracts must include the title of project, authors, and contact information of lead author.
- Abstracts must include objectives, methodology, findings, and key recommendations.
- Appropriateness of theoretical or conceptual framework.
- Soundness of research design.
- Appropriateness of data sources or evidence used.
- Clarity of exposition of ideas, analyses, arguments, and conclusions.
- Evidence that the research is near completion and that the paper will be completed by the time of the conference (e.g. preliminary results).



SPECIFIC CRITERIA APPLICABLE TO CONTRIBUTED POSTERS OR RAPID PRESENTATIONS

- Appropriateness of the content displayed.
- The rapid presentations will be story-like short, flowing presentations of no more than 10 slides and 10 minutes in duration, image-rich with very little text.
- Clarity of exposition of ideas, analyses, arguments, and conclusions.



EDITORS AND REVIEWERS LOOK FOR..

- **Relevance** to the editorial scope and objectives
- **Originality** – what's new about subject, treatment or results?
- **Clarity** and quality of writing – does it communicate well?
- **Conclusions** – are they valid and objective?
- Good, short **title**, keywords and **abstract**



RED FLAGS

- **Spelling and grammar mistakes** mean there could be other mistakes in the research design
- **Poorly structured abstract** can mean poorly structured research
- No clear **central message**
- No clear **contribution**
- No **results** (work in progress)



NOTE ABOUT AUTHORS (1)

- The **lead author** is the manager of the paper-writing process and does most of the work. The lead author assumes the main responsibility for the paper, including the work the paper is based on and the writing.
- The lead author co-ordinates the writing of the paper, the submission of the paper and handles the review process with the journal editor. The lead author project manages the paper writing process.



NOTE ABOUT AUTHORS (2)

- **Co-authors** typically participate in experiments, model-building or simulation. Co-authors provide ideas for the work and not just data. Co-authors contribute during the paper-writing phase and are responsible for writing sections of the paper and handling the reviewers' comments for those sections. Co-authors should continuously give feedback, specifically on the methodology, results and discussion.
- Co-authors are responsible for the full paper, and not just their section, and should be able to present and answer questions on the full paper.



NOTE ABOUT AUTHORS (3)

- **Supervisors** role is to provide ideas and give constructive feedback during the whole research process, and not just the paper-writing phase.
- A supervisor does not necessarily write sections of the paper, but guides the students on what to write and actively influences the content. The contribution must be significant to meet the requirements of a co-author.
- Order of authors: **no universal standard**. Discuss the order of authors with your supervisor and co-authors at the start of the paper-writing phase, and be open about issues of co-authors and contributions.
- Suggest Lead Author is **first**, thereafter the authors can be listed in decreasing contribution or in alphabetical order.



USING AI

- Scholarcy (<https://www.scholarcy.com/>) – find articles
- Elicit (<https://elicit.com/>) – analyse articles
- Do not use it to write your abstract for you!
- Use Grammarly or Word to improve your English, but note that it is usually American English and more informal writing tone
- Use Generative AI for catchy titles (but avoid kitsch)
- Can use prompts:
 - What is the central message of my abstract: "..."
 - What are the key points in my abstract: "..."
 - Summarise my abstract: "..."
 - Rewrite this section so that it is clearer and more professional: "..."

