

PREPARING THE TITLE, TITLE PAGE, ABSTRACT & KEYWORDS

Wilfred CG Peh
Singapore Medical Journal,
National University of Singapore,
Khoo Teck Puat Hospital, Singapore



LECTURE OUTLINE

- Introduction
- Title
- Title page
- Abstract
- Keywords
- Summary



INTRODUCTION

Manuscript components:

- Title and title page
- Abstract and keywords
- Main body of text (IMRAD)
- Acknowledgements (optional)
- References
- Others: tables, figures, figure legends, appendices (optional)



TITLE

Gives initial impression of paper

- 1st part of work to be seen by
 - editor, then reviewers
 - readers
- Journal contents page, email notification, internet search



TITLE

A good title is therefore important

- Attracts attention of reader
 - induces interest in rest of paper
- Conveys accurately what the whole paper is about
 - in as few words as possible



TITLE

Things to avoid

- Excessively long titles
 - redundant words
- Irrelevant details
- Lack of precision or information



TITLE

Things to consider

- Provisional title – many revisions
- Running title (Author instructions)
- Tailor title to audience
- Imaginative/provocative title
- Accurate title – reflects content



TITLE

An ideal title

- Attractive
- Concise
- Informative



TITLE PAGE

- 1st page of manuscript
- 2 types
 - Complete title page
 - Blinded title page
 - title only + paper category
 - no identifying information



TITLE PAGE

Complete title page

- Title (and running title)
- All author names and affiliations
- Corresponding author – complete contact information
- Gives credit to authors/institutions



TITLE PAGE

Author names

- Style varies by journal
 - full name OR surname and initials
 - Asian and non-Western names
 - females – married names
 - qualifications and appointments



TITLE PAGE

Institutional affiliations

- Institution where work was done
- Clearly linked to author's name
- Try to avoid multiple affiliations for single author
- Movement of authors: footnote



TITLE PAGE

Corresponding author

- Full mailing address (postal code)
- Telephone and fax numbers (+ codes)
- Email address
- Always keep journal updated
 - failure may lead to delay



ABSTRACT

May be part of

- Manuscript sent for publication
- Oral presentation or poster
- Thesis
- Technical report and other work



ABSTRACT

Introduction

- Abbreviated and accurate representation of paper contents
 - i.e. mini-version of paper
- Important: often only part of article initially read by readers



ABSTRACT

Introduction

- Impacts upon whether the rest of the paper is worth reading
- Considered the most difficult part of a manuscript to write
- Often written last



ABSTRACT

Format

- Differs according to journal
- Follow instructions to authors
- Length
 - variable
 - 100-300 words



ABSTRACT

Types

- Unstructured
 - case report, invited review, pictorial essay, commentary
- Structured
 - original articles



ABSTRACT

Generic structured abstract

- Purpose
- Materials and methods
- Results
- Conclusion

**ABSTRACT**

Generic structure

- Purpose (or objective or aim)
 - why was study done?
 - (max. 2 sentences)

**ABSTRACT**

Generic structure

- Materials and methods
 - what was done?
 - how was it done?
 (provide enough relevant details)

**ABSTRACT**

Generic structure

- Results
 - What was found?
 - provide findings, including statistical significance
 - provide actual numbers

**ABSTRACT**

Generic structure

- Conclusion (or summary)
 - state conclusion made on basis of findings
 - (max. 2 sentences)

**ABSTRACT**


Some rules

- Enough comprehensive factual information to be stand-alone
- Include actual data
- Do not include references
- Try to avoid abbreviations



KEYWORDS


- Required by most journals
- Immediately follows Abstract
- Aims
 - to capture main topics of article
 - assists in indexing
 - easy location during search



KEYWORDS

Selection


- Understand subject and purpose
- Choose most important concepts
 - match retrieval words of readers
 - anatomical region, diagnostic modality, procedure, treatment, pathological process



KEYWORDS

Selection

- Use established indexing system
e.g. Pubmed
- Medical Subject Headings (MeSH)
 - National Library of Medicine




SUMMARY

Title

- Attractive, concise, informative

Title Page

- Accurately list authors & affiliations
- Corresponding author's contact information – complete and current



SUMMARY

Abstract

- Mini-version of entire paper
 - concise, factual and stand-alone
 - structured for an original article

Keywords

- Carefully selected for indexing in the medical literature

