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
- 1\textsuperscript{st} 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**
Format
- Differs according to journal
- Follow instructions to authors
- Length
  - variable
  - 100-300 words

**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**
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