




## Front End of the Paper

Title, Title Page, Abstract and Key Words

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 a place of mind  
 THE UNIVERSITY OF BRITISH COLUMBIA  

## Manuscript Parts

- Title & title page
- Abstract & key words
- Body of text
  - Introduction
  - Materials & methods
  - Discussion
- Acknowledgements
- References
- Tables and figures

## Title

- First thing that meets the eye of Editor, Reviewer & Reader
- First thing to be seen in table of contents, indexing search engines

## Title

- Provides first impression
  - Create interest
  - Determines relevance to the reader (..... Should I bother looking any further or move on?)
- Should convey the nature of the paper as accurately and succinctly as possible

## Title

- Must be short / concise
- Specific
- Accurate (reflecting content of paper)
- Consider audience
- Try to make it interesting

• *You want to garner interest.....*

## Title Page

- First page of manuscript
- Type
  - Complete
    - What the editor and journal office sees and use in final manuscript preparation for publication
  - Blinded
    - What the reviewers see

### Title Page Complete

- Title
- Running title (if required)
- Names of authors and institutional affiliations
- Corresponding author and detailed contact information

### Title Page Complete

- Authors
  - Varies by journal
  - Usually full name OR last name and initials
  - Best to use Western convention in use of last / family name for indexing purposes (last name listed first)
  - If you change the name used as an author your work will not be grouped together on search engines

### Title Page Complete

- Institution where work was done should be listed .... And linked to author's name
- If authors move can be listed as footnote

### Title Page Blinded

- All information that may identify source of the manuscript is removed

### Title Page Complete

- For corresponding author
  - Full detailed mailing address
  - Telephone
  - FAX
  - Email

*Make sure Journal always updated and current – otherwise serious delay many occur*

### Abstract

- Used as part of :
  - Published manuscript
  - Oral presentation
  - Poster or exhibit
  - Thesis .....

## Abstract

- Synopsis of your paper
- Brief and accurate
- May be the ***only*** part of the paper read by many people
- Will govern if the paper is read further
- Important that message of the manuscript be understood without full reading

## Abstract

- Can be the most difficult part to write
- Should be written ***last*** after everything else is done

## Abstract

- Format
  - Varies from one journal to another
- Types
  - Unstructured
    - Case report, commentary, pictorial essay...
  - Structured
    - Original research

## Abstract Structured

- Purpose
- Materials and Methods
- Results
- Conclusion

## Abstract Structured

- Purpose
  - Sometimes called objective or aim
  - Summary of why study was done
  - Should be two sentences at most

## Abstract Structured

- Materials and Methods
  - How was the study done? Prospective? Retrospective? Randomized?
  - Relevant details in broad terms included sample size and how data analysed
  - Three or four sentences in most cases

### Abstract Structured

- Results
  - Provide findings including statistical significance
  - Include numbers & percentages
  - Three or four sentences in most cases

### Abstract Structured

- Conclusion
  - Two sentences

### Abstract Additional Points

- Avoid references
- Avoid abbreviations in most instances
- Nothing should be in abstract that is not in the paper

### Keywords

- Required by most journals
- Assists in indexing and searches
- Highlight main topics of the paper

### Keywords

- 3-10 words depending on Journal
- Ideally should follow MeSH (Medical Subject Headings) used by MedLine / PubMed

[www.nlm.nih.gov/mesh/](http://www.nlm.nih.gov/mesh/) National Library of Medicine