Below is a sample template of what I want you to send me for the Building Bridges 2009 anthology. I’ve red-lettered the key points, though you may look in the black print for more specific stylistic suggestions. Use this format, and email it to me at adellt@vvc.edu. Use the subject heading “HTTC Abstract.” This is the same address to use if you have any questions. Send this, or a heart-rending plea for mercy to me by March 21, 2009.

Title
Presenter: Ima Sample
Mentor: Ima Nother Sample (If you have more than one mentor, list them all)

Write your abstract in 12-pt font. Keep it about 250 words and single-space it. I’m not going to make a big fuss if it’s a little fewer or more. There’s no need to print your exact word-count, though that does demonstrate a charming paranoia. A good guide would be to double-space it first. 250 words comes to about a double-spaced page. Then set it as single-space when you send it. Use Times-Roman or some other font that will easily translate on the pre-Vista computer I’m using at school. In your abstract, cover your research, evidence, analysis and conclusions as thoroughly as you can in 250 words. Think of it as if somebody stopped you on your way to the car after the conference and asked what your research was about. What would you tell this person who’s on the way to someplace else and in a hurry that would let him or her have an exact snapshot of what your research found? Lead with a striking example, a provocative question (not directly addressed to the reader, as is perfectly fine in children’s literature), or your hypothesis. Then follow roughly the pattern of your paper or presentation, whichever best represents your overall research. Make your prose direct and to the point. If you have a choice between putting the most important word in your sentence in the noun form or the verb form, choose the verb form. Avoid the passive voice. You may use jokes and beautiful phrasing, but make sure they are purposeful and quick. Condense multiple examples into single ones for impact. Generalize to form the key connections between various threads. Conclude with the best statement of what you wish the reader to take from the abstract—a final argument, a leading rhetorical question or illuminating example. There are many forms the abstract may follow, but make sure it flows coherently within itself and, most importantly, represents in a condensed form what you did in your research.

Works Cited

Use MLA style, single-spaced, making sure to use italics rather than underlining for book, magazine, newspaper, movie, CD, DVD or website titles. That is what the new style book will say in April, and that is what we must live with. Do not give your entire works cited, and please do not send a whole bibliography. Pick no more than four key sources and put those in a list called “Works Cited.” You may choose not to send a works cited, but it does tend to suggest you did no research. If, for some reason, you feel you need more than four sources, either send a well-reasoned plea or send the extra sources and leave yourself to our tender mercies.

After the works cited list, give any contact information you believe I’ll need. Here’s what I definitely want: Your email address, your phone number (cell, home or work, whichever you would most likely be at during the day), and your mentor’s name, work phone and email.