

Template and Guidelines for Submitting an Abstract (Your Paper's Title)

Authors (examples): Thomas Galloway,¹ Sarah S. Smythe,² Joseph N. Stoltz,² and Richard D. Henshaw³

¹ NASA Test and Evaluation Contract, NASA White Sands Test Facility, Las Cruces, New Mexico

² Laboratories Office, NASA Johnson Space Center, White Sands Test Facility, Las Cruces, New Mexico

³ US Air Force Research Laboratory, Propulsion Directorate, Edwards Air Force Base, California

Abstract: Use this template to submit your abstract to Publications, where this format may be modified according to the publication submittal requirements. Most conferences, symposia, and journals require an abstract, often to be submitted earlier than the paper. The Publications technical editor or assistant will edit or review your abstract and prepare it for submittal.

The abstract is a concise, informative summary of the contents of the document; therefore, it should be written last. (For early submittal, write the abstract after preparing your first draft.) The length depends on the size of the document, but should be only a paragraph or two, and certainly no longer than 250 to 300 words. An abstract will generally contain the subject, scope, purpose, methods used, results, and recommendations, stated in the same terms as the document text. The abstract should not include background information and other details presented in the document itself. The abstract stands alone, and any acronyms must be reintroduced in the document, so keep them to a minimum; also, do not use footnotes or references. The abstract should incorporate keywords from your document, and a separate list of keywords is often requested for indexing purposes.

Keywords: abstract; document; summary