



## GUIDE FOR DEVELOPING AND SUBMITTING AN ABSTRACT

### WRITING THE ABSTRACT

#### STEP 1 - DECIDE ON A TITLE

Choose a simple and descriptive title. It should include the idea or the result of the study, project, intervention or campaign (what you learned), the experiment itself (what you did), the setting (where it happened). The title must not be too long, but it is important that you include such things as who, what, when, where and how.

#### STEP 2 - CHOOSE A FORMAT

Although there is no set format for an abstract, you may wish to follow one of the three offered layouts in order to help structure and communicate your ideas effectively:

	<b>OPTION 1: RESEARCH ABSTRACT</b>	<b>OPTION 2: PRACTICE ABSTRACT</b>	<b>OPTION 3: ADVOCACY AND POLICY ABSTRACT</b>
<b>1</b>	<b>Background</b> What are your research objectives and the problem being studied?	<b>Issue</b> What are the aims of this service or intervention? How the need was identified?	<b>Issue</b> What are the problems that motivated your work? What are the aims of your work?
<b>2</b>	<b>Methodology</b> Describe the details of how you did your research. Who did what, when, with how many, where?	<b>Setting</b> Provide some details such as geographical location, target population, or patterns/ prevalence of local drug use.	<b>Setting</b> Provide some details such as geographical location, target population, or patterns/ prevalence of local drug use.
<b>3</b>	<b>Results</b> Provide a summary of your main findings. What challenges did you meet?	<b>Project</b> Describe your service or intervention. What did you do? How did you do it? What made you decide to do it this way?	<b>Key arguments</b> Outline your key points. What did you do? How did you do it? What made you decide to do it this way?
<b>4</b>	<b>Conclusion</b> What impact does your work have? Describe the relevance and implications of your results, and discuss the lessons that the audience would take away with them. What did you learn?	<b>Outcomes</b> Describe the impact or results of your intervention. How many people did you reach or help? What barriers did you face? What would you do differently if you could start again? What lessons did you learn?	<b>Outcomes and implications</b> Describe the impact or results of your work. What barriers did you face? Outline what lessons your audience could learn from your work, and how it might impact on them.

### DOS AND DON'TS

#### DO

- Avoid statements such as 'work in progress' or 'results will be discussed'
- Ensure that the abstract is easy to read and understand for the reviewer
- Avoid acronyms and slang where possible
- Speak of something new or innovative
- Make sure your topic is important for a variety of audiences
- Indicate correct abstract type and follow the structure
- Try and limit your presentation to address one or two key ideas only

#### DON'T

- Submit an abstract that does not offer anything new
- Submit an abstract that does not meet structure requirements
- Include preliminary data and inaccurate facts
- Submit an abstract important to a narrow audience only
- Use unclear language or bulky sentences
- Exceed 300 words

## HERE IS AN EXAMPLE OF AN EFFECTIVE ABSTRACT:

**TYPE:** Oral presentation

**TRACK:** Practice

**AUTHORS:** Mr Joe Bloggs

**TITLE:** Mothers helping mothers: Innovative role for families in harm reduction, China

**ABSTRACT:**

### Issue -

One of the major approaches to dealing with injecting drug users (IDUs) in China has been detoxification/rehabilitation centres. Upon leaving these centres, most IDUs return to a community that does not readily welcome or accept them. Problems with reintegration into the community combined with distrust from their own families can push former drug users to socialize with their former IDU friends and return to injecting and sharing needles.

### Setting -

Gejiu City is a major route for drug trafficking in Yunnan Province, China. In 2008, the HIV prevalence among IDUs in Gejiu was 68.5%.

### Project -

With funding support from USAID, FHI/China in late 2006 pioneered a new approach: the 'Mother Helping Mothers' intervention implemented by the Green Garden IDU project in Gejiu. Two volunteer mothers joined the project to help their own children and to change other parents' attitudes toward IDU interventions. Many IDU's families initially ignored the volunteer mothers' home visits, until the mothers invited them to participate in drop-in centre activities intended to help poor IDU families. These efforts changed attitudes, and more IDUs and their parents began to become involved in activities organised by the mothers on HIV prevention, care and support; harm reduction and MMT promotion; home visits for IDU families; stigma and discrimination reduction activities for community members; and job searching for former drug users.

### Outcome -

Between September 2009 and October 2012, the 'Mother Helping Mothers' intervention reached 318 IDUs through home visits, and 1,612 community members. An IDU survey in Gejiu in 2010 revealed that IDUs who received home visits reported decreased needle sharing (87.7% never shared needles, 23.1% shared in the past 6 months, and 18.8% in the past month). This model can be an innovative approach to harm reduction in Asia cultures where family ties are strong.

## STEP 3 - SEEK FEEDBACK

Once you have written your abstract, show it to some of your colleagues, and also to some family or friends outside of the field to see if they can understand it easily. Correcting mistakes at this stage gives your abstract a better chance of being accepted.

## STEP 4 - SUBMIT YOUR ABSTRACT

Once you have written and checked your abstract, you can submit it online through the Harm Reduction 2013 registration system at [www.conftool.pro/ihrc/](http://www.conftool.pro/ihrc/). The deadline for abstract submissions is Friday 30th November, but we strongly urge you to submit your work well before this deadline and not to leave it until the last moments. The deadline will not be extended.

## WHAT HAPPENS NEXT?

Once you have submitted your abstract you will receive an email to confirm that your abstract has been received.

By 29th May 2015, you will be notified whether your abstract has been accepted for an oral presentation, accepted for a poster presentation, or not accepted.

We wish you success with your abstract writing!

**For further information, please visit [www.ihra.net/conference](http://www.ihra.net/conference) or contact the conference team - [conference@ihra.net](mailto:conference@ihra.net)**

**ALL ABSTRACTS MUST BE SUBMITTED BY FRIDAY 27TH MARCH 2015**

**ALL ABSTRACTS MUST BE SUBMITTED ONLINE**

**ALL ABSTRACTS MUST BE SHORTER THAN 300 WORDS IN ENGLISH**