

ACE Quick Guide to Writing an Abstract

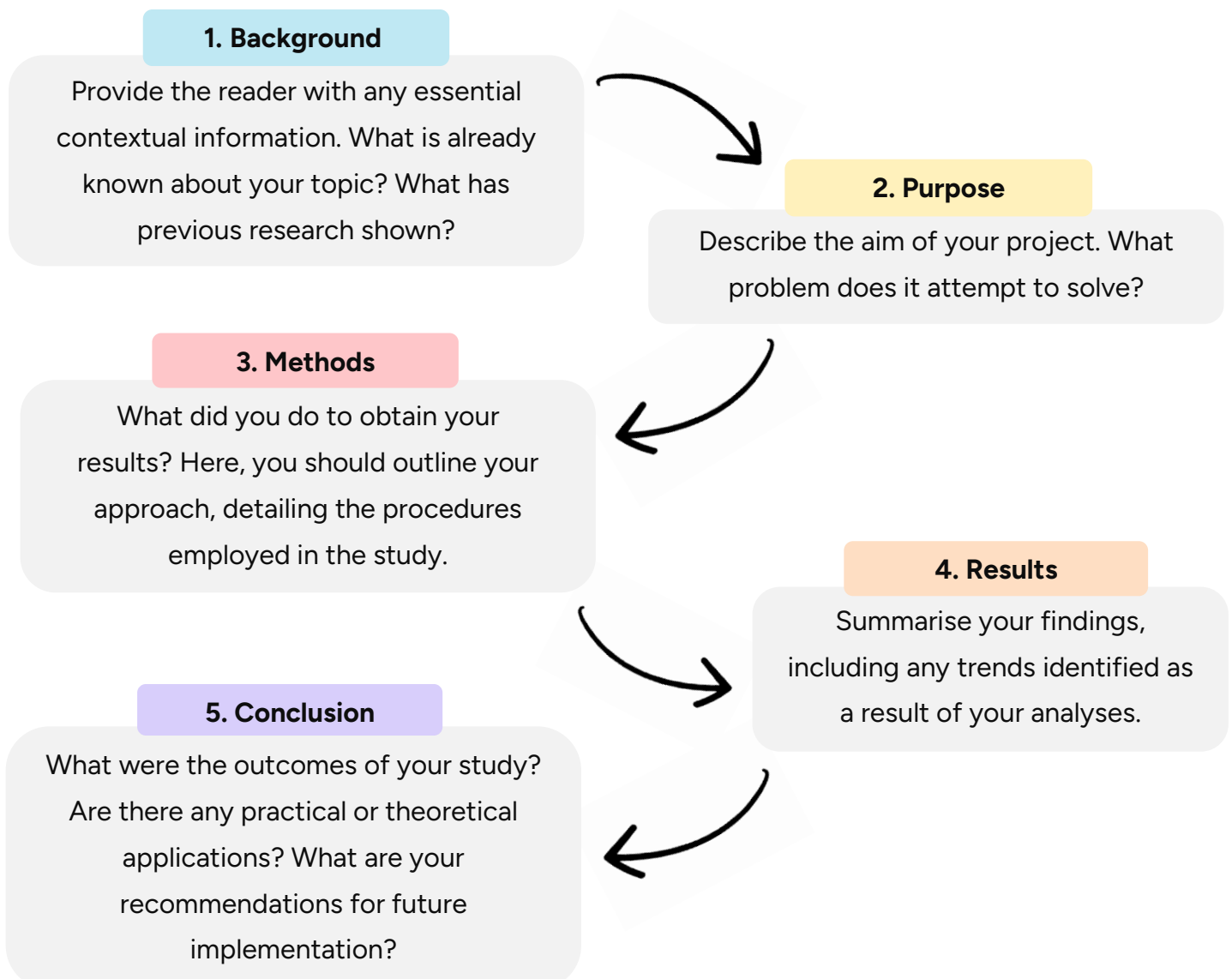
What is an Abstract?

An abstract is a **clear, concise summary** of your assignment. It should outline the **purpose** of your research, the **basic structure** of your assignment, how the **study was conducted**, and its **outcomes**. An effective abstract will therefore address the following questions:

- **Why** did you complete the study?
- **How** was the study completed?
- What did you find? What are the **implications**?
- What are your **conclusions** and **recommendations**?

(Adapted from University of Bath, 2020)

The Structure of an Abstract



(Adapted from University of Melbourne, 2010)

Example Abstract

“Investigating the impact of cybersecurity policy awareness on Organisation x employees’ cybersecurity behaviour.”

As internet technology and mobile applications increase in volume and complexity, malicious cyber-attacks are evolving, and as a result Organisation X is facing greater security risks in cyberspace than ever before. This study has extended the published literature on cybersecurity by theoretically defining the conceptual domains of employees’ security behaviour, and developed and tested operational measures to advance information security behaviour research in the workplace. A conceptual framework is proposed and tested using survey results from 579 employees in Organisation X. Structural equation modelling and ANOVA procedures are employed to test the proposed hypotheses. The results show that when Organisation X employees are aware of the company’s information security policy and procedures, they are more competent to manage cybersecurity tasks than those who are not familiar with these policies. The study also indicates that an organisational information security environment positively influences Organisation X employees’ threat appraisal and coping appraisal abilities, which in turn, positively contributes to their cybersecurity compliance behaviour.

1. Background

2. Purpose

3. Methods

4. Results

5. Conclusion

(Adapted from Li et al., 2019)

An effective abstract is...



Written last! An abstract provides an overview of your whole assignment, so it can only be completed *after* you have written everything else.



One self-contained paragraph.



Written using impersonal language.



Concise, but written in full sentences.

(Purdue University, 2023)

When writing an abstract, you should avoid...



Including too much background information.



Using informal language and contractions.



Abbreviations and acronyms.



Citations (Always check with your lecturer regarding module-specific demands. If their guidance conflicts with ACE's, follow the lecturer!).

Reference List

Li, L., et al. (2019) 'Investigating the impact of cybersecurity policy awareness on employees' cybersecurity behaviour', *International Journal of Information Management*, 45, pp. 13-24.

University of Bath (2020) *Writing an Abstract*. Available at:

<https://blogs.bath.ac.uk/academic-and-employability-skills/2020/07/07/writing-an-abstract-a-six-point-checklist-with-samples/> (Accessed: 27 January 2025).

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Purdue University (2023) *Abstracts and Executive Summaries*. Available at:

https://owl.purdue.edu/owl/subject_specific_writing/writing_in_engineering/handbook_on_report_formats/abstracts_and_executive_summaries.html (Accessed: 27 January 2025).



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