

## HELPFUL RESOURCES WHEN WRITING A PAPER

Research and Publications Committee  
Department of Youth Development  
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### **General Writing Resources** (gathered by Sharon McDowell)

*University of Wisconsin Writing Center Handbook*  
<http://www.wisc.edu/writing/Handbook/index.html>

*University of Wisconsin Writing Center Handbook-- APA documentation*  
<http://www.wisc.edu/writing/Handbook/DocAPA.html>

### **Contents of an Abstract** (by Paula Huff)

The purpose of an abstract for a professional paper is to provide a concise overview of the contents of the article. The abstract clearly communicates the essence of the paper using precise, clear language. Only the highlights are included.

An abstract will typically include the following within one short paragraph:

- Purpose (objectives) of the study or paper
- Methods
- Results
- Conclusions or applications

Avoid phrases like “will be discussed” or “will show” by using clearly and concisely worded statements. For example, the following would not be an appropriate statement for an abstract:

*“The results of the training program will be discussed in detail in the paper.”*

Instead use a statement that clearly states the results, such as the following:

*“Ninety-five percent of youth involved in the training program secured employment within six months of the training.”*

The entire abstract including the above statement might look like this:

*Thirty-three post-high school youth from a three-county area in northeastern Wisconsin participated in a four-week employment skills training program through the regional Job Skills Center. The objectives of the program were to increase participant skills in basic employability skills including communication, problem solving, appropriate work behavior, and working with others. Computer module training was supplemented by daily classroom sessions with community employers. Ninety-five percent of youth involved in the training program secured employment within six months of the training.*