

Checklist – Does the abstract follow 4 Cs?

- ✓ Complete — it covers the major parts of the project/case
- ✓ Concise — it contains no excess wordiness or unnecessary information.
- ✓ Clear — it is readable, well organized, and not too jargon-laden.
- ✓ Cohesive — it flows smoothly between the parts.
- ✓ Is the following included?
  - ✓ Background
  - ✓ Purpose
  - ✓ Methods (or other disciplinary research process)
  - ✓ Results
  - ✓ Recommendations, implications, or significance
  - ✓ Key words