Tips for Ubuntu Abstract Authors

General Tips

Requirement	What it means	Common mistakes	Example of mistake	Example of good work
A short and clear title	Title should not be too wordy Title needs to represent the content	Rambling title Title doesn't correspond to content Don't put the title IN your abstract	"How to improve interprofessional learning focusing on mother and child health using SMS intervention for accreditation"	"Interprofessional learning on mother and child health: A pilot study"
Use punctuation, start sentences with a capital letter	Correct grammatical use of punctuation marks like . , ; End every phrase with a . (point)	No use of commas in sentences Not ending a sentence with a point No capital letters where needed Don't write long sentences Never use excessive emotional tone with !!!	"the research showed that the students parents and teachers all improved their knowledge on the topic in sudan"	"The research showed that the students, parents, and, teachers all improved their knowledge on the topic in Sudan."

Your abstract topic most be related to the conference theme and/or subthemes	Each Conference has a theme and 4 subthemes → the abstract topics should fit under those themes	Submitting a very medical topic, like a new suture technique that is not relevant to the conference themes In your Conclusion: make a link to the conference theme/subtheme.	"Improved suture technique for less scarring"	"How to minimize the societal and psychological impact of scars"
Write in small caps and only capitalize the first word of a sentence or a noun that requires a capital letter	Only use capital letters where needed	Writing in all caps Not capitalizing a country or the first word of a sentence	"COMMUNITY EMPOWERMENT BY SINGING" "a decrease in teenage pregnancies in brussels, belgium"	"Community empowerment by signing" "A decrease in teenage pregnancies in Brussels, Belgium"
Follow the requirements	Write your abstract in English and maximum 250 words	Ask a native English speaker or someone proficient in English to review your abstract Don't write more than 250 words, write a minimum of 200	"We evalueted the group and find improvement in knowing" The maximum word limit should be used to effectively convey enough information about the abstract	"The researchers evaluated the focus group after the 4-week intervention and found a significant increase in knowledge on topic." Proofread the draft before submission to improve the English language. Use a good dictionary and do not use auto-translating tools.

Provide context	Provide in 1 phrase the context or setting of your topic	Describe the issue Describe the setting of the research If describing an intervention: details (How long? How many participants? Who participated? Etc.)	"The researchers evaluated and found better knowledge."	"The researchers evaluated the focus group after the 4-week intervention and found a significant increase in knowledge on topic."
Don't use abbreviations	Always spell out abbreviations in first use	Never assume the readers would know what they mean	"The PHCPI was established…"	"The Primary Health Care Performance Initiative (PHCPI) was established …"

Specific Tips for Oral Presentations

- Use this format when writing about research:
    - Introduction   *Keep it BRIEF*
    - Methods
    - Results
    - Discussion   *FOCUS on these*
    - Conclusion   *two sections!*

- Always report the population size, the sample size, and the response rate, e.g. "The survey was answered by 150/200 (75%) eligible staff and students." It is imperative to give context to percentages by providing information about the sample and population sizes, with sampling method as necessary. A proportion of 36% girls from randomly selected 100,000 children across the country is very different from 36% of 20 children obtained through convenience sampling from one classroom.

- Always report the numbers in the findings/results. How many respondents (in actual numbers and/or percentages) chose each method?

- In reporting Results, not all numbers should be listed in the Abstract. Further, the numbers should not stand on their own; they need to be interpreted. A worked example: Rather than saying "During early adolescence life 36% girls 38% boys had low BMI" it would be better to say, "During early adolescence, low BMI was similar among girls (36%) and boys (38%)."

- If your abstract is not a research abstract, make sure to clarify where you stand in your project (set-up, ongoing, etc.).

Specific Tips for Ubuntu Talks

- Be very clear what the main message is that the 3-minute Ubuntu Talk will try to convey.

- Explain why this topic is well suited for a 3-minute Ubuntu Talk.

- Be clear on why YOU are well suited to discuss this topic.

Specific Tips for Workshops

- Be very clear on what skills participants will learn from attending your workshop.

- Describe how your workshop will be interactive.

- Give 1-2 sentences to explain the background for this workshop. (Why is it important? Who are the facilitators? What is their expertise?)

- Provide more specific information to explain terms such as "workshop activities" and "group exams". What will they be doing? Explain the engagement of participants in activities.

- Add learning objectives to clarify what people will take away from the workshop.

- Short title to generate interest and excitement, as they must choose between several workshops.

Specific Tips for Ubuntu Documentaries

- Describe what viewers will see in your documentary.

- Point out what is new and special about this documentary, what angle people might not have seen before.

- Describe who will participate in your documentary, like patients or community members or university or organization or etc.