Guidelines for public abstracts (INFUSE project summaries or abstracts will be posted)

- Keep the abstract to one paragraph.
- Use succinct sentences and impeccable grammar. Be concise.
- Don't pack the abstract with dense technical details. Instead, describe general background, explain high-level research plans, and mention relevancy to your program's mission space.
- Spell out every acronym the first time it is used.
- Write in the third person. (e.g., don't use, "My research will do this or that.")
- Do not refer to the Principal Investigator directly (e.g., don't use, "The PI will…" or "Dr. Smith aims to…"). Instead, focus on the research project, e.g., "The objectives of this research are to…" Similarly, don't refer to the PI's gender (e.g., "his research").
- Once the proposal is selected for funding, the abstracts describe planned research instead of a proposal or proposed research. Avoid referring to the research as a proposal. This means you should avoid phrases like, "This proposal describes work that will…" Instead use "This project will…"
- Write as if the abstract will be appearing in a popular magazine such as Scientific American or Discover. The scientifically curious public and other stakeholders like members of Congress or general Administration officials need to be able to follow the general logic and big ideas of the abstract (if not understanding every detail). Avoid using jargon that only a person within your specialization would understand.
- Avoid using abbreviations for scientific units that the public won't understand.
- Common grammar issues:
  - Use "that" and "which" correctly. (Hint: The word "which" is always accompanied by a comma.)
  - Use colons correctly (the material before a colon must stand alone).
  - The word "data" is a plural. Use "data are" instead of "data is."
  - Watch "effect" versus "affect."
- A few suggestions for conciseness:
  - Try "use" instead of utilize or utilization.
  - Don't use "in order to" when "to" will do.
  - "Method" is preferred over "methodology."
  - In the U.S., "toward" is used more than "towards."