

Action Matrix for Building a Good Science Abstract		
(1) Allot roughly this percentage of total WORDS:	(2) To describe this TOPIC:	(3) Then review the draft and REVISE it to be sure that: --These subtopics are included (if relevant). --These questions are addressed.
24%	Purpose: what we sought	<ul style="list-style-type: none"> <li>• Goal(s) clear and unambiguous?</li> <li>• Research/experimental design explicit?</li> </ul>
24%	Methods: what we did	<ul style="list-style-type: none"> <li>• What was actually measured, and how?</li> <li>• Any new or improved methods?</li> <li>• Steps or sequence clear?</li> <li>• Which controls used? Comparisons?</li> <li>• Risks, attrition, adverse events disclosed?</li> <li>• Subject selection, randomization, limits?</li> <li>• Blinding of subjects? Investigators?</li> </ul>
24%	Results: what we found	<ul style="list-style-type: none"> <li>• Key numerical/statistical trends revealed?</li> <li>• Outcome assessment well defined?</li> <li>• Sample size adequate?</li> <li>• Calculations or analysis appropriate? Tests stated?</li> <li>• Explains if no results (yet)?</li> </ul>
24%	Conclusions (discussion): so what	<ul style="list-style-type: none"> <li>• What is omitted that could mislead a reader?</li> <li>• Terminology inaccurate, inappropriate, needlessly hard?</li> <li>• Text too condensed or confusing (for ESL readers)?</li> <li>• Disorganized or wrongly organized claims?</li> </ul>
4-5%	Background: place first but draft <i>last</i> so you don't waste too many words here	<ul style="list-style-type: none"> <li>• Focused on problem-framing context?</li> <li>• Acronyms explained, jargon minimized?</li> </ul>