



Guidelines for Preparing Abstracts

– WITSEC Professional Day, 2026 –

1. The Abstract

A brief summary of the topic to be presented as part of the WITSEC Professional Day, submitted in the form of a well-structured document covering the problem statement, the research and the proposed solution. The topic may relate to any of the professional areas listed in the call for presentations.

2. Requirements for the abstract's content

It is recommended to structure the abstract according to the IMRAD format, which consists of the following four logical sections:

- ☐ the Introduction,
- ☐ the Methods,
- ☐ the Results and
- ☐ the Discussion.

In the abstract, the logical units should preferably be presented under separate subheadings, allowing them to appear as distinct content sections while maintaining a clear logical progression. The following considerations of proportionality should be taken into account:

- ☐ The introduction should account for approximately 20–25% of the paper and should present the overall logic of the research. The relevance of the topic — why it is timely and why it has practical significance — should be followed by the formulation of the research problem. The research objectives, derived from the research problem, should then be stated, indicating what the author intends to explore or clarify. These are linked to the research questions, which are the objectives formulated as questions, and the hypotheses, which are preliminary statements proposed for testing in response to the research questions.
- ☐ The methodology section, which should account for approximately 15–20% of the total length, briefly describes the analytical activities undertaken by the author, the methods used to examine the problem, and the criteria considered in reaching the conclusions. The methodology section must include the author's own analytical logic, the evaluation criteria, and the identified risks. (A literature review alone does not constitute a research methodology.)
- ☐ The results section, which should account for approximately 25–30% of the paper's length, summarizes the most important professional findings arising from the analysis. It includes causal relationships and general statements regarding the topic under study, which are particularly well suited to forming the basis for evaluating the hypotheses.
- ☐ The discussion, which should also account for approximately 25–30% of the text, provides an interpretation of the results and sets out the scientific and professional conclusions. This section highlights the significance of the results and the practical lessons learned. It should also evaluate the hypotheses and indicate whether they have been confirmed, partially confirmed, or refuted.



3. Formal requirements of the abstract

- ✓ The abstract begins with the title of the presentation (font XXX, font size 12, bold, centered, single-spaced).
- ✓ Below the title, please include the author's name (font XXX, font size 12, bold, centered, single-spaced).
- ✓ This should be followed by the name of the university and the doctoral school (font XXX, font size 12, bold, centered, single-spaced).
- ✓ The author's email address should be provided next (font XXX, font size 10, italic, centered, single-spaced).
- ✓ The keywords should appear in a separate paragraph, with 4–7 keywords listed (font XXX, font size 10, italic, justified, single-spaced).
- ✓ The main text of the abstract should begin after a one-line space (font XXX, font size 12, regular, justified, single-spaced).
- ✓ Words and phrases to be emphasized must be marked in bold.
- ✓ References to the literature and sources must always be included in the abstract; any referencing style accepted by the relevant doctoral programme is appropriate.
- ✓ Length of the abstract: minimum 1,500 and maximum 2,000 characters, excluding spaces.
- ✓ The abstract must conclude with the date and the doctoral candidate's signature.
- ✓ Figures, tables, and equations should not appear in the abstract but may be included in an appendix if absolutely necessary for understanding.
- ✓ The abstract must be prepared in Microsoft Word, A4 format, with 2.5 cm margins.
- ✓ A sample document is included in the appendix.