THE AGA KHAN UNIVERSITY
*(International) in the United Kingdom*
Institute for the Study of Muslim Civilisations

# Guideline for Abstracts

The abstract should provide a brief description of the book, depicting its scope and the elements which distinguish this book from other works in the same subject. The abstract should also assess the quality of the book and refer to any features not apparent from the titles or bibliographical descriptions. It should mention the audience it is targeting. Any notable faults, defects or biases should be pointed out, but the object is not to provide a full critical review. For writing an informative MCA abstract the following checklist would be very useful:

> **1) Purpose:** The scope of the work / summary. What gap is this research filling or claiming to fill? What is interesting about this book? Does it have an impact?
>
> **2) Methods/Procedure/Approach/Organisation:** Does it have a method / a special approach?
>
> **3) Results/Findings/Shortcomings:** What can be learned from this book? What kind of evidence does the author provide? Are there any shortcomings or biases? How is the overall quality?
>
> **4) Conclusion:** Concise statement of the major points. Extract keywords used in the text and note them at the beginning of the abstract.

**Please abstain from citing the table of contents and describing the volumes chapter by chapter.[1] Your abstract would display redundant information and would not provide details about the particularities of the book.**

**Please keep in mind the word limit:**

| Pages in the book | Maximum Amount of words |
| --- | --- |
| <200 pages | 200 – 250 words |
| 201 – 350 | 200 – 300 words |
| 351 – 500 | 250 – 400 words |
| 501 – 700 | 300 – 450 words |
| 700< | 300 – 500 words |

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[1] **The abstract does not need to convey how many chapters a book contains. Since abstracts are short, they need to be very informative and as such should extract information from the books as a whole. Breaking the book into chapters adds generally unnecessary information, adding more words without adding more substance. The book's table of contents will help any reader locate their topic of interest.**