

Guidelines for Preparing an Abstract and Presenting at Literature Meeting

Picking the paper

- Captains suggest the papers. If you do not want to use the captain's paper, that is ok, but he/she needs to approve your suggestion.
- Make sure that the paper has not been abstracted already.
- You may not pick papers that have not yet been assigned a page number (No ASAP's)

Making Abstract

- Use chemdraw (CDX) template and ACS format
- Include full citation and author's address
- Write up brief introduction and background (Do NOT copy text directly from paper – you must paraphrase)
- Include retrosynthesis
- Make sure to draw out any unusual acronyms or catalysts
- Have at least one senior student review your abstract for accuracy prior to distribution
- Start working on your abstract sooner than the day before it is due!

Preparing for presenting

- Write out EVERY mechanism COMPLETELY for your paper on scratch paper. (This may seem like a lot of work, but it is the only way to learn it and once you do it a few times you will be amazed how many mechanisms you learn)
- Make sure to print out the experimental section (including in the Supporting Information) for the paper and bring it to the meeting (you will be asked to bring cookies the following week if you forget).
- Make sure you know how to make any starting material / reagent in the paper that is not commercially available.
- Know all acronyms and abbreviations in the paper
- Ask a senior student or professor about a mechanism you don't know if you can't find any references with a mechanism.
- Remember – if you have prepared for the presentation, you are the expert!

Presenting your abstract

- Go through carefully in the introduction and walk through the retrosynthesis in detail. Make sure to refer to reacting the functional group and the compound number when denoting a structure (e.g. ketone **6** was reduced to alcohol **5**)
- For your subsequent schemes, you do not need to go through each step – draw our attention to the key steps.
- When you draw a mechanism, make sure to push the arrows on the starting compound before you draw the next intermediate. Make sure to balance your equations and track you charges / counter ions / oxidation states.

- If a mechanism is known, make sure you know it! If not, we may ask you to come back the following week and explain it in detail.
- Remember – we are all trying to help you. Sometimes you might get stuck at the board or be asked a question you haven't fully considered. That is normal and it is part of the learning process. Just stick with it and we will try to help you work through that concept on the board. Learning how to think on your feet when you are asked questions is a very important life skill that will serve you well in your future career.