

- **Title Page (DUE September 26)**

- o Follow the template!

- o Running Header (top of page)

- Title in ALL CAPS (left aligned) and Page Number (right aligned)

- o Centered near the top center of the page

- Title – Important words only capitalized

- o Bottom right corner of the page

- Student Researchers: Your Name(s)
- Chapter: Seneca
- State: SC
- Category: Based on your project
- Division: Based on your project

- **Abstract**

- On a page by itself, written in *PAST tense*, in *THIRD person*, and be a brief overview of the entire project
- Should be one big “MEATY” paragraph which includes the following parts in the following order:
 - **What is already known (3 sentences)**
 - First, state what is already known about your project.
 - **Purpose (1 sentence)**
 - *Therefore, the purpose of this project was to...*
 - **Brief procedure (2-3 sentences)**
 - *The procedure that was followed included...*
 - **Results (2 – 3 sentences)**
 - *After completing the procedure, the following results were gathered...*
 - **Conclusion (1 sentence)**
 - *Based on these results, the following conclusions can be made: (1)...(2)...*
 - **Closing sentence (1 sentence)**
 - *This information can be used to...*

- **Introduction (DUE October 1st)**

- Follow the example given!

- All parts must be written in **PRESENT tense**, except procedure which will be written in **FUTURE tense**, and in **THIRD person**.

- One “MEATY” paragraph that includes the following in the following order.

- **What is already known (3 sentences)**

- Start with a question

- Did you *know* that....?

- Give background information aka facts about what is already known

- **Purpose (1 sentence)**

- Therefore, the *purpose* of this experiment is to determine...

- **Brief procedure followed (2 – 3 sentences)**

- The *procedure* that will be followed to conduct this experiment includes...

- **Hypothesis (1 sentence)**

- Can be stated using either of the following:

- “*if then*” statement

- Based on what is known, the *hypothesis* is...

- **Objective(s) – how can the knowledge gained be used (1 sentence)**

- The *objective(s)* for this experiment include the following: (1)...., and (2)...

- **Literature Review (DUE October 15th)**

- All parts should be written in ***THIRD person***
- 3 paragraphs MINIMUM – 5 sentences MINIMUM per paragraph
- Each paragraph should include background information about what is already known about your experiment. Each paragraph must have a Title that is in **bold**, *italicized*, and underlined. For example, a project that is about finding out if there is a taste difference between prime, choice and select beef grades, one would need to research:

- ***History of Beef Grading***

- ***Prime, Choice, and Select Beef Grades***

- ***Statistics about Beef Grade Consumption***

- Must cite sources IN TEXT as shown below. Please also copy and paste the FULL website into your REFERENCES section.
 - “According to www.beefgrading.com , beef grading....”

OR

- “Beef grading is optional, therefore, a processing facility must pay extra to have the service done (www.beefgrading.com) .”

- **Materials and Methods (DUE October 22nd)**

- Must be written in *PAST tense* and in *THIRD person*.
- First, state your *hypothesis*. Then, include the following sentence: *The following materials and methods were used to test this hypothesis.*
- List materials in a bulleted list.
 - Amounts should be in number form (for example, 2 cups Sugar NOT Two cups Sugar)
 - Methods should be under the materials list and can be either a numbered list or in paragraph form.

- **Results (DUE November 19th)**

- Must be written in PAST tense and in THIRD person.

- Must include paragraph, table, chart, and labels

- **Paragraph**

- First, simply state your results (do not make conclusions) in paragraph form using at least 3 - 5 sentences beginning with the following sentence: *The results for this experiment are as followed.*

- **Table**

- Include table with a title, scale, etc.

- **Chart**

- If applicable, include some type of chart (bar, line, pie, etc.)
 - Everything must be labeled to get a better understanding (title of graph, x axis, y axis, legend, etc.)

- **Table and Chart Labels**

- Table and chart should include a label which describes what the table and chart are trying show/illustrate.
 - *Table 1 shows...*
 - *Figure 1 illustrates...*

- **Discussion and Conclusion (DUE December 3rd)**
 - Must be written in ***PAST tense*** and ***THIRD person***.
 - Minimum of 3 paragraphs
 - **Paragraph 1 (6 – 8 sentences)**
 - Restate *hypothesis*
 - Hypothesis accepted or rejected and WHY (*The hypothesis was accepted/rejected because...*)
 - Brief recap of *results*
 - Draw conclusions from results (*In conclusion, ... Another conclusion that can be made is...*)
 - State how knowledge gained from this experience can help others (*Knowledge gained from this experiment...*)
 - **Paragraph 2 (6 sentences)**
 - Are your results what you expected? Why or why not? (*The results from this experiment were as expected/ were not as expected.*)
 - Refer back to Literature Review and state whether it supported your results or did not support your results (*Based on the Literature Review, ... This proved to be true/not true based on the results.*)
 - **Paragraph 3 (6 – 8 sentences)**
 - State at least 2 possible errors and their effect on the experiment beginning with the following sentence: *There were many errors that may have occurred during this experiment. One such error would be... This would have affected the results by ... Another error...*
 - State at least two ways that your project could be expanded on and how each way would make it better beginning with the following sentence: *There are many ways that one could conduct further research to extend this experiment. One way would be to... Another way would be to...*

- **Poster (Due December 10th)**

- Use the template from Canvas

- **References**

- List of sources used throughout your written report.

- Left aligned in alphabetical order – not in a bulleted list

- Must be in APA Format – use the following website to help you

- <http://www.citationmachine.net/>

- **Acknowledgements**

- Who you would like to thank and why in at least 5 sentences

- May be written in ***FIRST person***