Project Part Nine: Putting Together Your Project Report

(Hand in one final report for your group.)

Print your report double-spaced with one-inch margins on all sides. Use manuscript form — as though your study were to be submitted for publication. Most sections will already have been written and revised. Credit will be given for revising as suggested by your instructor. All sections should be printed on the same printer and the type should match exactly. Make sure that the sections are consistent in style: If one section has “METHOD” centered and in bold, the other sections should use a similar heading style, not “Results” or any other differing style.

Pages should be numbered consecutively from the beginning of the report to the end.

Figures and tables should be numbered consecutively from the beginning of the report to the end. The second Figure is “Figure 2.”

The order of assembly is as follows:

- Cover page — Title of project, each project member’s name and affiliation (listed alphabetically by last name)
- Text of report:
  - Introduction and Literature Review
  - Method
  - Results
  - Discussion
- References
- Figures
- Tables
- Appendices (This is not required for publication submissions, but for your project, hand in as Appendix A all your raw data sheets [the ones you actually used, not retyped versions of them] with your comments written on them.)

Hand in also all of the prior sections with comments for any sections you revised along with the corresponding evaluation sheets.
<table>
<thead>
<tr>
<th>Points</th>
<th>Evaluation Checklist for the Final Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Formatting: All sections of the report are included in the correct order, including raw data sheets. Also included (separately) are prior drafts with comments and evaluation sheets.</td>
</tr>
<tr>
<td>2</td>
<td>Past tense is used throughout. Formatting is consistent, with pages numbered consecutively, Figures and Tables are labeled correctly and numbered consecutively, headings are in the same format, references in the reference list match citations in the text, margins are similar throughout, i.e. general professionalism of manuscript formatting.</td>
</tr>
<tr>
<td>3</td>
<td>Intro and mini-literature review section (All projects sections are evaluated with same criteria as before. Revisions in the writing of each section are based upon instructor feedback.)</td>
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<tr>
<td>3</td>
<td>Methods section.</td>
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<tr>
<td>3</td>
<td>Results section — all tables and figures are mentioned in the text.</td>
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<tr>
<td>3</td>
<td>Discussion section.</td>
</tr>
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<td>4</td>
<td>Overall quality of the research, design, implementation of procedures, notations made on data sheets, detail in the writing, and clarity of expression. (3 bonus points are available for projects that show a degree of effort that goes well beyond what is required for an A grade on the project. These points are rarely earned.)</td>
</tr>
</tbody>
</table>

**FINAL PROJECT GRADE:**

- ____ Introduction and Literature Review
- ____ Methods
- ____ Results
- ____ Discussion
- ____ Final Report all together

SUM = _____ out of 100 possible points