WRITTEN REPORT ORDER

ABSTRACT:
--IJAS form must be used
--The abstract is a concise summary of your work.
--As the first sheet of your research paper, it will help the reader form an opinion of your work.
--You will find writing and rewriting will help you produce a good short summary of your project in the required form.
--The physical form of the abstract is as follows:
- ▪ Typed single-spaced
- ▪ Limited to about 200 words or fewer
- ▪ Limited to three paragraphs - purpose, procedure, conclusion.

SAFETY SHEET:
--All safety hazards and precautions must be identified. If no safety hazards exist, a statement to that effect must be made.
--IJAS form must be used

TITLE PAGE:
--write topic as a question
--include name(s) of student(s)

TABLE of CONTENTS:
--Include section names and page numbers.

ACKNOWLEDGEMENTS:
--You should give credit to those who have helped you in your investigations for guidance, materials, and/or use of facilities.

PURPOSE:
-- state the reason for doing the experiment
--describe what you era trying to find out/solve
--write a complete sentence that is grammatically correct
--begin the sentence as follows: the purpose of this project is…

HYPOTHESIS:
--write an experiment in "if…then" format (see worksheet 2)

REVIEW of LITERATURE:
--You should report to the reader background information and/or work done in the past that pertains to your investigation. These references should be properly documented and listed in the section "Reference List" Traditional footnotes are not to be used for citing references. The correct citation style to use is discussed in detail in the Publication Manual of the American Psychological Association.

MATERIALS:
--write in list format
--use specific amounts wherever possible
--use metric units

PROCEDURE:
--if project is an experiment, you must have a procedure
--write in step-by-step imperative (command) format

RESULTS:
1 data chart:
--use two variables
--use numerical data
1 graph:
--title
--label x axis
--label y axis
--appropriate intervals for numerical data

CONCLUSION:
Use rerun method:
The rerun method is for writing organized and complete conclusion to summarize the results from scientific project. Rerun is an acronym for five types of information that a conclusion should include:

R= recall/restate: restate the purpose/focus of the project.
E=explain: <u>briefly</u> explain the procedure that you followed.
R= results: state the results of the project and whether the hypothesis was supported by the data.
U=uncertainty: describe any uncertainties that exist, if any.
What errors happened the you could not control (such as weather, or equipment issues)?
What were some possible errors that took place during the project that may have affected the results?
Explain any errors that you came across during the experiment that could be fixed for the next time it may be conducted.
N=new: write at least two new things you learned or discovered or had questions about from the project.
Include appropriate scientific vocabulary in your explanation.

REFRENCES:
--This is a list of published articles, books, and other communications actually cited in the paper. Sources should be current. The reference list section is arranged alphabetically according to the author/editor's last name when it is known or the first significant word in the title if the author/editor is not known. The correct style to use for citing references in the reference list section is discussed in detail in the Publication Manual of the American Psychological Association.

****MAKE SURE THAT YOU WRITE IN COMPLETE SENTENCES. ****