



CHECKLIST FOR THE PHYSICAL ARRANGEMENT OF THE SCIENCE PROJECT PAPER

(Abstract, Safety Sheet, Endorsements, & Research Summary)

ABSTRACT

- First page of paper
- Three (3) paragraphs with headings: Purpose, Procedure, and Conclusion
- Typed single-spaced
- 200 words or less
- Exhibit number in the upper right corner if going to the city fair

SAFETY SHEET

- Second page of paper
- Lists possible hazards, precautions described
- If no hazards were possible a statement indicating this is included
- Signed by student and sponsor
- Exhibit number in the upper right corner if going to the city fair

APPROPRIATE ENDORSEMENTS AND ATTACHMENTS (If applicable)

- Third page of paper
- Endorsement signed and stamped by the Scientific Review committee member
- Signed by student and sponsor
- Proper documentation is attached, if necessary
- ISEF approval forms - if applicable
- Exhibit number in the upper right corner if going to the city fair

TITLE PAGE OF RESEARCH SUMMARY

- Formatted as on page 48
- Approval signed by both the sponsor and school coordinator
- Exhibit number in the upper right corner if going to the city fair

TABLE OF CONTENTS

- Project title and exhibitor's last name typed at the top left corner
- Pagination is accurate

ACKNOWLEDGMENTS

- Credit is given to those who have helped with the research

PURPOSE AND HYPOTHESIS

- States precisely what the investigation was attempting to discover
- Hypothesis is present

REVIEW OF LITERATURE

- Provides information that supports the hypothesis and if necessary, the procedure
- Provides adequate background information about the topic
- Use of third person is evident
- Logical and/or related grouping of information
- Accurate spelling, grammar, quotations and citations



MATERIALS AND METHODS OF PROCEDURE

- All equipment and materials are listed
- Drawings and photographs are present if they enhance and clarify the project
- Step-by-step, chronological procedures are present and replicable
- A control or comparison group is present and appropriate
- Number of trials within each test group is adequate
- Control of variables is evident

RESULTS

- All data is presented, including results inconsistent with the hypothesis, if applicable
- Data and calculations are clear and accurate
- Data is quantitative and correct units of measurement (metric) are used
- Data is organized into clear & informative tables or charts with accompanying graphs

CONCLUSIONS

- Evaluation and interpretation of data is present
- Refers back to purpose and hypothesis
- Answers the original question
- Is valid and limited to the results of the experiment

REFERENCE LIST

- References in this list are actually cited in the paper
- References from a variety of at least 12 sources and are current (copyright within the last seven years)
- Reference list is alphabetical
- Proper APA format is used for all references
- Titled "Reference List" or "References Cited" not "Bibliography"

NUMBER OF PAPERS REQUIRED

- Nine (9) copies of the Science Project Paper are needed to register for the City Science Fair

OTHER REQUIREMENTS

- Science Project Paper clearly and concisely explains the project in short, simple sentences
- Project title & exhibitor's last name typed at top left corner of all pages after Table of Contents
- Typed double-spaced, one inch margins on all sides, single-sided
- All pages are numbered and referenced in the Table of Contents
- Standard type font and size (ex. Times New Roman and 10- or 12- point font)
- Science Project Paper (Abstract, Safety Sheet, and Research Summary) is no more than 30 pages (31 if an endorsement is included)
- Paper is well typed, with correct spelling, grammar, punctuation and consistent point of view