

Science Fair Report Guidelines

The written report is a summary of everything you did to investigate your topic. The written report provides others with information on what your project is about as well as showing your understanding of the topic. Reports should be a minimum of two types pages of information (not including title page and works cited) and neatly bound in an attractive folder or report holder. It must be typewritten.

- Typed, double spaced, Times New Roman size 12 font, one inch margins
- Remember to put headings/titles on any graphs or data tables included in your report
- All photographs must have captions explaining their significance
- Before handing in your report, make sure to read, revise, and rewrite.
- Re-check all calculations, spelling, and grammar. You will be graded on spelling and grammar.

All written reports should include:

- ❖ Title Page
 - This is a separate page at the front of the report. It should include a title, a picture, your name, your grade, and the date
- ❖ Purpose statement
 - Tell why you are doing this project. To learn more about _____
- ❖ Hypothesis (experiment only)
 - A hypothesis is an educated prediction as to what you think will occur during the experiment.
- ❖ Research
 - This part of the report summarizes and paraphrases all the background information you learned about your topic while doing research in the library and online. You MUST write in your own words - you cannot copy and paste or copy directly from another source. This is plagiarism and will result in you having to redo your entire report.
- ❖ Materials
 - This is a list of all the materials and supplies used in your project. Quantities should be given in METRIC units, and the list should be very specific.
- ❖ Procedure
 - You will list the steps you took to complete the project. This is usually written in a chronological, numbered list.
- ❖ Observations and Results
 - In this section you will tell what you learned from the project. If you did an experiment, this is where you include a data or observation table, the results, and the graph of those results.
- ❖ Conclusion (experiment only)
 - This is a brief statement explaining why you got the results you did from your experiment. The conclusion is where you state whether or not your hypothesis was proven or disproven, and why. This is where you can also discuss things that went wrong (or right) with your experiment, what you would do differently the next time, and what you have learned by doing this experiment.
- ❖ Works Cited
 - Include the last two pages from the pink packet where you have documented the sources of your research information. At the very least you should have two sources - one book or encyclopedia and one Internet or database.