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 [Example]
  □ 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 this example
  □ 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

(Continued on the next page)
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