



Zion Lutheran School Science Fair

WRITTEN REPORT INSTRUCTIONS

Your report tells what you did and how you did it. If you tell step-by-step what you did and say it plainly, your report will be both accurate and easy to do.

You will need to use a computer to type your report, using a word processing program. You should also be able to easily insert charts or graphs using a computer program. If you need help with typing, or with making charts or graphs, (or with anything else, for that matter) your teachers will be happy to help you. For the body of your report, use a standard computer font: Georgia, Verdana, Courier, Times New Roman, or Arial, at 12 point. Each paragraph's line spacing should be double-spaced, and it's first line should be indented 0.5".

TITLE PAGE (page 1)

Center all information down the middle of the page

All of the following dimensions can be approximated as necessary

3 inches from the top is the where the first line begins with the words "Zion Lutheran School Science Fair"

1 inch lower - Language Arts Teacher's name

1 inch lower - Title

2 inches lower - Student name, then double space, followed by

"Zion Lutheran School; 3923 103rd Ave SE, Lake Stevens, WA 98258"

1 inch below address - the complete date (January 19, 2011).

TABLE OF CONTENTS (page 2) should look something like this:

Introduction.....	Page 3
Procedure, Controls & Variables.....	Page ?
Data and Analysis.....	Page ?
Research and Conclusions.....	Page ?
Acknowledgements (if applicable)	Page ?
Works Cited.....	Page ?

INTRODUCTION : PROBLEM & HYPOTHESIS

Page 3 begins the body of the paper. Start with title again, using the same font you used for the rest of your paper. The introduction is the first part of your paper that follows the title. The Introduction includes your clearly formulated and testable hypothesis, as well as an explanation of your idea, how you got it and why you think the work is interesting. (If you don't think your experiment is interesting, give up now. You have no hope of doing a good project! Look around until you find something that interests you!) Also, include what you hoped to achieve when you started the project.

PROCEDURE, CONTROL & VARIABLES

Describe the method you used to collect your data and organize your observations. Tell about your Control, and your Independent and Dependent Variables. If you don't know what they are, you need to stop and find out before you conduct your experiment. Your report should be detailed enough for anyone to be able to repeat your experiment by just reading the paper, so keep this fact in mind when you write it. If someone else tries your experiment, and they follow your procedure exactly, what should happen? They should get the exact same results! So, you have to tell all the little details that might apply--for example: colors, temperatures, brands, amounts, flavors, measuring devices, amount of light--anything that seems relevant or important so that when someone tries to replicate your experiment, they can match your results. It's a good idea to include detailed photographs or drawings (made by you, not copied off the Internet) of any relevant piece of your experiment. List the materials used and how used them. Include step-by-step details of how you conducted your experiment. Use charts, graphs, photos or drawings to clarify your thoughts and work. Repeat your experiment if necessary and possible to verify, improve, and expand your data.



DATA & ANALYSIS

This is the outcome of your experiment. The experimental data, findings and results are included here. Logs of your daily work on the experiment can be added. Explain the process by which you reached your results. This section should flow logically so that the reader can easily follow your train of thought. Compare your data with your control, and to your hypothesis.

RESEARCH & CONCLUSIONS

Talk about findings and results. Do they agree with your hypothesis? If not, do you see where they disagree? Look at results. Summarize your results. What you would do differently if you were to do this project again? Make sure not to introduce anything that wasn't already mentioned in the previous parts of your paper. Your thoughts here are very important to those who will read your report, assess your science thinking and evaluate your science fair project.

VISUAL AID

At least one relevant visual aid must be included in the body of your report. The visual aid must be made by you, not copied. The visual aid may be a graph, chart, photograph, or drawing, or anything that helps demonstrate your project.

BASED IN CHRISTIANITY

Zion is a Christian School. We glorify God in all that we do--including our Science Projects. Some would say that Religion and Science are opposites, but we believe that Science is the study of God's Creation. In your report, you should include at least four references to God and His Creation. These could be Bible Verses, Faith Statements, Prayers, or could be intrinsically related to your studies.

ACKNOWLEDGEMENTS

Identify people, companies or groups that helped you to do this project.

WORKS CITED

The works cited is a separate page that concludes your report. (In previous years, we have called this the "Bibliography"). Begin by centering the words "Works Cited" at the top of this page. The works cited is an alphabetical listing of all resources used in your report. This list should include any documentation that is not your own, such as books, articles or on-line sources, which you used. Your paper must have a minimum of four citations. Two of the citations must be directly cited in the body of your paper using the required MLA format. You must cite using MLA citation style--remember to be keeping track of websites, pages, and dates that you visited them.

FINAL ASSEMBLY

There is a minimum word-count requirement of 1000 words for 7th and 8th graders, and 700 words for 6th graders. You may use many more words than that, but you may not turn in your paper with fewer words. For reference, there are 1060 words in this two-page instruction sheet (which uses a 10.5 font). Put all the pages together and place one staple in the top, left-hand corner of your report. Do not put your paper in a report cover.

This paper was assembled from previous Zion Lutheran School Science Fair instructions with pieces taken from <http://www.lanep.org/results.htm> and <http://www.scifair.org/articles/reports/reports.shtml>.