

S.T.E.M. Final Report Format

The written report is a summary of everything that you did to investigate your topic. The written report provides others with vital information on what your project is about as well as its effect on your understanding of the topic. Usually the written report is 10-20 pages in length. All information must be included in the written report. This report provides you with the opportunity to think about all the aspects of your project and share your ideas with others.

Format:

- ❑ 8.5 X 11 paper
- ❑ Font: Times New Roman-12
- ❑ Text should be single spaced
- ❑ Page #'s must go on the bottom of each page and be centered within the page.
- ❑ Make sure all sections are labeled and begin on a new page.
- ❑ All titles should be:
 - **16 font, centered, in capital letters, and bold**
- ❑ Combine all sheets of the report in a report cover or folder. The front of the report cover should be clear to be able to view the title. **Binders will not be accepted.**

Requirements

All written report for a science fair project should include these pages in the following order:

- ✓ Cover page: includes project title, your name and grade
- ✓ Acknowledgements (optional)
- ✓ Table of Contents
- ✓ Abstract
- ✓ Question and Purpose
- ✓ Hypothesis and Background Research
- ✓ Materials and Procedure
- ✓ Photographs/Images (this should be in color)
- ✓ Observations
- ✓ Data Table and Graph (this should be in color)
- ✓ Conclusion
- ✓ Consent Form
- ✓ Bibliography: MLA format

STEM Final Report Rubric		
Name: _____		
Objective	Pts. Poss.	Pts. Earned
Cover Page <ul style="list-style-type: none"> • Title • Name • Illustration relevant to topic 	5	
Abstract	5	
Question	5	
Hypothesis	5	
Purpose	5	
Background research	10	
Materials	5	
Procedure	5	
Tables & Graphs	10	
Pictures <ul style="list-style-type: none"> • With captions • No faces should be shown 	10	
Observation	10	
Conclusion	10	
Bibliography (MLA, at least 3 sources)	5	
Spelling & Grammar	5	
Format <ul style="list-style-type: none"> • Clear report cover • Table of Contents • Everything in proper order • Pages numbered 	5	
Total	100	