Capitalize the Important Words of Your Title

Your First and Last Name

Name of School

Month and Year

Abstract

The centered title Abstract is NOT bolded. The body of the abstract is NOT indented and is left-aligned. This will be the ONLY thing on page 2. After the last period of the abstract is typed, press CTRL+ENTER to begin a new page for the body of the paper. The Abstract should be the LAST part of the paper you actually write since it is a high-level summary of the entire project.

Centered Title

Page 3 begins with the fill title of your paper, centered. The centered title of the paper is NOT bolded. The title is followed by the introduction to the research project, which introduces the focus of the project, includes a review of the relevant literature, and identifies the hypothesis, expected results, and implications of the results. Make sure you establish the importance of your subject somewhere in this first section. The entire paper should be double-spaced, this portion included. The first line should be indented .5”.

Even though the title is not bolded, it serves as the Level 1 heading for this first part of the paper. The next Level 1 heading should be Method. Following this, the other Level 1 headings are often Results and Discussion. These are the major sections of a scientific research paper. Each section should use sub-headings to make the information in each section more accessible and understandable to the reader. If more than one paragraph is used in a section, every paragraph should be indented.

**Background**

 This section uses a Level 2 heading, which is left-aligned and bolded. This is a sub-section within the first section of the paper, commonly known as the literature review. Headings are a helpful way of organizing the information. Each body paragraph should be indented. The entire body should be double-spaced. Headings should be used to indicate the different subjects within each section. This first section after background might provide general information about the background of your subject. If the section labels in this template/sample do not work for your subject, please feel free to adjust them to headings that are more relevant for your own paper.

 **Early experiments.** This is a sub-section of the Background section of the literature review. It uses a Level 3 heading, which is indented and bolded, followed by a period, and only uses a capital letter at the very beginning – all other words are in lowercase letters.

 **Contemporary findings.** You may not use only one sub-heading. If you use one sub-heading at any level, you must use at least one other. If there is only one subject discussed in the section, the topic of the subject should be title of the main heading, not of a sub-heading.

**Hypothesis**

Make sure you identify the hypothesis that will be experimented with during the research.

**Implication for the Future**

 You must identify the implications of a confirmation or failure of the hypothesis. You could put this information in its own section, or you could include the implications in the section with the hypothesis.

**Method**

Since this is a major portion of the paper, it receives a Level 1 heading. A Level 1 heading is centered, bolded, and in title case. This section of the paper should identify subjects, sample, selection, tools and instruments, environment, changes, and procedure. You must provide enough information that your reader could replicate your prototype or experiment from what you have written. It is critical that you provide pictures, drawings, diagrams, and/or figures if it would help your reader understand how to replicate your research. If at any time your methods or procedures changed, you must indicate what happened to deviate from what was planned and why. BE CAREFUL: Even though you are providing detailed procedures and directions so someone else could repeat what you did, you MUST NOT speak to your reader! You are simply telling, in detail, what you DID. You are NOT telling someone else what to do.

**Subjects**

This section should clearly denote who or what was used in the research and how it was selected.

**Preparation of the Prototype**

 If you are conducting an engineering research study, this is a good place to identify the detailed elements you used to construct the prototype as well as the procedure for putting it together.

 **Construction materials.** Provide a detailed description of ALL the materials used. You may write in paragraph form or a bulleted list if it makes the material easier for the reader to understand. Notice the Level 3 heading.

 **Procedure for construction or experiment.** This is a detailed, step-by-step explanation of *exactly* what you did to create the prototype and/or conduct the experiment. Provide pictures or diagrams so your method is clear! Make sure you have figures and diagrams formatted correctly!

**Data Collection**

 Give specific, detailed instructions as to how you collected your data.

**Results**

The Level 1 centered title Results is bolded. This is a major section of your paper where you will give a detailed account of the results you recorded during your experiment. Provide a written overview of the results with detailed information in tables, graphs, or figures designed to aid the reader in easy comprehension of your findings. The key word is clarity. You may need to provide multiple, simple figures or tables to make the results clear instead of one large, complicated one.

**Discussion**

The centered title Discussion is a bolded Level 1 heading. The first line of each paragraph in the discussion is indented. This section should thoroughly identify your hypothesis result, discuss the results and implications, identify similarities to other studies, acknowledge limitations of the experiment, identify alternate result scenarios, and identify future research needs. Use headings to organize the different sections of the discussion.

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References

The centered title References is NOT bolded. Follow the APA guide to properly construct your bibliographic citations. Remember that your citations should be in alphabetical order and use a hanging indent.

To add a hanging indent, highlight all of the references; right click; chose *Paragraph*; under *Special*, choose *Hanging;* select OK.