

## Fellowship Final Report Procedures

Please submit a printed copy and an electronic version (preferably a Word document) of your final report. Your final report will appear in the next volume of the *Hawaii Space Grant Consortium: Undergraduate Fellowship Reports* booklet that will be published online and as a printed volume. This publication is designed to serve as a published reference of your work, to provide you with some experience in producing a technical paper for publication, and to disseminate your work to others who might be interested. The quality of your written report will influence the way others judge the quality of your research. If your report is confusing or imprecise, your research will also appear sloppy.

Please follow these guidelines in preparing your report. Attached are pages from a report, which you should use as a model. At the top of the first page, please center the following: **title (must be in bold caps)**, **name** and **department** or institute of affiliation. Copies of past Final Reports are available on our website: <http://scholarspace.manoa.hawaii.edu/handle/10125/33297>.

### Format guidelines:

1. Your report's paragraph format should be **justified and single-spaced**.
2. The total length including figures, tables and references should be **6-8 pages**.
3. **Figures** should have a figure number (referred to in the text) and a brief caption. Figures may be included within the text or at the end of the entire report if they are full page. If you wish to include pictures, they must be legible when printed in black and white. For best resolution and quality for the publication of reports, we recommend scanning pictures and printing on a laser printer.
4. **Font** should be Times 12 point. (NOTE: This is printed using Times 12 point)
5. **Margins** must be **exactly 1"** on all sides. Any text or figures that are in the 1" margins may be cut off during the binding process. The start of each paragraph should be indented 0.5 inch (default indentation length).
6. **Do not paginate** your report because we will assign page numbers to the whole collection of reports.

## Text Guidelines

1. The project **title** should be centered at the top of the first page of your report. Do not use quotation marks around the title or a period after the title. Use all bold capital letters, do not italicize or underline. All section headings should also be centered in all bold capital letters.
2. The report should include an **abstract** of 100-200 words in the beginning, which is a paragraph that briefly and concisely describes the contents of the paper from introduction through conclusions.
3. This should be followed by an **introduction** to your project, which describes your topic, some background, if appropriate, and methods of study.
4. Next, describe the **method or methods** used in your study. Include here, if appropriate, a **description of the apparatus, materials, procedure and data analysis.**
5. Then discuss the **results** of your study in detail, followed by a **discussion** that might include any interpretations you make on your data or study.
6. Close with a **conclusion**, which includes a summary of your results.
7. You may follow the closing paragraph with **acknowledgements**, which generally note any persons (mentors, teachers) or organizations that helped complete the project.
8. Don't forget to list **references**. References that are cited in the text should be listed at the end using this format:

Adams J. B. and McCord T.B. (1969) Mars: Interpretation of spectral reflectivity of light and dark regions. *J. Geophys. Res.* **74**, 4857-4856.

Bibring J. -P., Combes M., Langevin Y., Soufflot A., Cara C., Drossart P., Encrenaz Th., Erard S., Forni O., Gondet B., Ksanfomality L., Lellouch E., Masson Ph., Moroz V., Rocard F., Rosenqvist J., and Sotin C. (1989) Results from the ISM experiment. *Nature* **341**, 591-592.

The Hawaii Space Grant Consortium will have the reports copied and bound. Electronic copies will be posted on the spacegrant website. Copies of the reports will be sent to fellows, mentors, UH libraries, other Space Grant Consortia, and NASA headquarters, which fund the Hawaii Space Grant Consortium.

If you have any questions or need help, please contact me:

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