



## Report Book Guidelines

**Your Report Book should be no more than 20 pages and should include:**

1. **Coversheet** – This is attached. It contains the name of the project, name of school and name of students involved etc. (no more than 4 students per project)
2. **Comments Page** - Includes a page that may be signed by judges and used to give feedback.
3. **Content's page** - Includes the sections and page numbers of the report.
4. **Introduction** - this should set the scene for your report. Why did you do the project and what did you hope to learn? Define a clear problem/objective statement.
5. **Main information** – this section should be used to explain what you found out about your chosen topic.
6. **Scientific Approach** - this section should describe the scientific or experimental approach used and/or any experiments you carried out or learned about, keep in mind the value of diagrams and illustrations.
7. **Conclusions** - What did you learn? What key discoveries did you make? What did you enjoy most while doing the project?
8. **Acknowledgements** - at the end of your report acknowledge any help you received during the project for example, teachers, friends, and parents.
9. **References** - list any books, articles, web pages and references that supported your project.