

APPENDIX 4: FULL REPORT FORMAT FOR SCIENCE PROJECT

FULL REPORT FOR SCIENCE PROJECT

PAGE	DESCRIPTION
Cover Page/Title Page	The cover page contains the title, names of the student researchers, schools/institutions, and advisers. The title should be written in bold, easy-to-read letters.
Abstract	The abstract is a synopsis of the general topic and should provide information about the overall content of the project.
Table of Contents	List all the content areas with the numbering of pages. The number of each page of the report should also be given at the centre or bottom right hand corner of the page.
Acknowledgement	This page contains the list of names, institutions, sponsors, and other collaborators that have been involved in the conduct of the project in one way or another.
Background of the Study	Description of the background of the study.
Purpose of the Study	A statement on the purpose of the study.
Literature Review	Review of literature on the areas relevant to the study.
Method and Process of the Study	Design and detail of the study Materials and equipment Procedures
Results and Findings	Analysis of data Interpretation of results and findings
Discussion and Recommendations	Significance of the findings Suggestions and recommendations
Conclusion	Concluding remarks
References	A list of books, journals and other references used
Appendices	Diagrams, pictures, photos, graphs and other visual images that present the written information accurately or the display of experimental results.

Notes.

- The written report must adhere to the following format requirements:
 - Font type: Time New Roman | Font size: 12
 - Spacing: 1.5 | Alignment: Justified
 - Page Size: A4 | Indent (Left: 2.5 cm / Right: 2.0 cm/ Top: 2.0 cm/ Bottom: 2.0 cm)
 - APA format for references | Save in doc/docx format. Unlock (enable editing)
- The written report must not exceed 15 pages.