

## The Project Notebook

A project notebook is the final draft of your project. It must be typed on one side of the paper only. It should be about your work- the story that you will tell the judges about each item on your display.

- **Title Page**  
The title page should include the topic, student's name, school's name, grade, city, state, and zip code.
- **Table of Contents**  
List all of the titles and their pages in this section.
- **Abstract**  
The abstract is a one page brief overview of the project. It must include the project title, the purpose, a hypothesis, a brief description of the procedure, and the results. Complete the official state abstract online then print it out.
- **Purpose**  
The purpose is a statement of what the student plans to do **and** why he/she wants to do this.
- **Hypothesis**  
The hypothesis is an educated guess as to what the outcome of the experiment will be **and** why this will be the outcome based on the research. Use "If... then... because..." to explain your hypothesis. Do not use "I think..."
- **Review of Literature**  
This section of background information should be a **comprehensive** summary of all the information that was gathered on the subject in the student's own words.
- **Materials**  
Make a detailed list of the materials used and the amount of each in **metric** units.
- **Methods/Procedures**  
Write the steps students took to complete the experiment in outline or paragraph form. The methods should be detailed enough so that anyone could duplicate the experiment. Pictures, illustrations, or diagrams may be included to help explain the process.
- **Results**  
Explain the outcome of the experiment using charts or graphs.
- **Conclusion**  
The conclusion summarizes, in about one page or less, what was discovered based on the experimental results. The conclusion states the hypothesis and indicates whether the data supports it. The conclusion can also include a brief description of plans for exploring ideas for future experiments.
- **Sources/Bibliography**  
*Sources* are the places where students obtained information, including all of the written materials as well as the people who may have been interviewed. A *bibliography* is the appropriate way to cite the sources that were used.
- **Acknowledgements**  
Even though the project is to be the student's work alone, it is permissible to have some help. The acknowledgements is not just a list of names, but a **short paragraph** stating the names of people who helped and what they did to help complete the project.

**Steps for setting up The Project Notebook:**

(Please note: please ask your teacher for specific requirements for setting up your project notebook.)

**Title Page**

Include the title of your project or the question you investigated

Also include:

Name  
Period  
School  
Grade  
Teacher  
Date

↖ No number on page 1

**Title**

(Put your title in the middle of the page in all CAPITALS)

2

(Leave this page blank)

3

**ABSTRACT**

Provide a descriptive overview of your project.

(see Abstract information on this website)

**Table of Contents**

<b>I. Introduction Section</b>	
Purpose .....	6
Review of Literature .....	7
Hypothesis .....	11
<b>II. Experiment Section</b>	
Materials .....	12
Procedures .....	13
Data & Results .....	14
<b>III. Conclusion Section</b>	
Analysis & Conclusion .....	16
Bibliography .....	17
Acknowledgements .....	18

5

**PURPOSE**

Tell what you are trying to show in your experiment and how this information can benefit humankind or expand scientific knowledge.

Ex.  
The purpose of this experiment is to find out...

6

**REVIEW OF LITERATURE**

This is a report that contains all the background information that you collected about your topic. Any books or articles read from the internet/journal, authorities on the topic that you talked to, or outside materials collected should be summarized in this section.

***This section should be written in your own words and NOT copied from your resources.***

Ask your teacher for the required number of pages.

**HYPOTHESIS**

This should be one or two sentences that explain your "educated guess".

Remember

If...(tell what you will do)... then...  
(tell what you think will happen)...  
because...(how can you explain your guess?)

10

**MATERIALS**

List of all the materials and supplies used in the project.

Quantities and amounts should also be indicated.

11

**PROCEDURES**

List and describe the steps you took to complete the project.

Usually this is listed in a numbered sequence.

This part shows the stages of the project so that another person can carry out the experiment.

**DATA AND OBSERVATIONS**

Include everything that happened and what you observed as you did your project. Include charts, tables, graphs, and pictures. This section may be several pages long.

13

**ANALYSIS AND CONCLUSIONS**

Explain why your project turned out the way it did. Explain why the events you observed occurred. The conclusion should tell whether the hypothesis was proven or not proven. Give the reason(s) why you chose to learn more about the subject. You could also add what you know now that you didn't know before you completed the project.

15

**BIBLIOGRAPHY**

List all of the printed material that was used to carry out the project.

Items should be listed in alphabetical order.

Helpful websites:

<http://www.bibme.org/>

<http://www.easybib.com>

<http://www.knightcite.com>

**ACKNOWLEDGEMENTS**

Give credit to everyone who helped to make your project successful (including Mom and Dad.)

Everyone that you interviewed, including teachers, scientists, and other experts in the field should be mentioned here.

(Leave this last page blank)

18

**Additional information:**

- ✓ Organize all of your written information, charts, and graphs into a complete report
- ✓ The final report will consist of several pages neatly bound in an attractive folder or 3 ring binder
- ✓ The final report must be typed and double spaced
- ✓ Use one inch margins and a 12 point font
- ✓ Remember to put headings and titles on all graphs, charts, and tables
- ✓ Photographs should have captions explaining their significance
- ✓ A credit line must be given to all pictures and graphs taken from the internet
- ✓ Recheck your calculations, spelling, and grammar
- ✓ Make sure to reread, revise, and rewrite before handing in your final report