

## CWSF Project Report

**Category:**

3. Programs

**Policy Number:**

3.1.2.4

**Policy Section:**

CWSF Participation

**Approved by:**

Executive Director, NJC

**Date Approved:**

Sat, Dec 13, 2003

**Date Effective:**

12/14/2003

**Date Last Amended:**

Wed, Mar 28, 2018

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Sun, Mar 28, 2021

**Contact:**

National Judge in Chief

## 1 Introduction

1.1 Each project requires a Project Report of no more than five pages plus an appendix of no more than two extra pages for the references and bibliography. The report will be submitted online as part of the registration process.

## 2 Contents

2.1 A complete Project Report includes the following subtitles and sections. The five-page limit applies to sections 1-5. Sections 6 and/or 7 may be up to two additional pages, for a maximum total of seven.

1. Introduction: a description of the background to the experiment, innovation or study.
2. Procedure: a brief outline of the materials and methods used.
3. Results or Observations: a summary of the results of the experiment, innovation or study.
4. Conclusions: an explanation of what can be concluded from the results of your project and why it is important.
5. Acknowledgements: recognition of those individuals, institutions and businesses that provided significant assistance in the form of guidance, materials, financial support and/or facilities for this work.
6. References: detailed references are mandatory for any specific literature referred to in the text of the report. Key sources used in the development of the project must be referred to in the text and listed in the References appendix.
7. Bibliography: (if necessary): a list of all significant sources consulted, but not specifically referred to in the report (books, articles, audio-visuals, documents, web sites with dates of access, interviews, etc.).

## 3 Format

- The format of the report will be a maximum of five letter-sized (8.5 x 11 inches) pages as a PDF file, to include sections 1-5 above.
- An appendix of an additional two pages is allowed, containing the References and Bibliography (sections 6 & 7). Any additional material will be discarded and will not be distributed to judges.
- Text must be in 12-point Times, Arial or equivalent type, double-spaced with margins of 2.5 cm (1 inch) all around.
- Page 1 must have the project title and finalist name(s) at the top.
- A footer in 8-point type is required on each page containing the date, finalist name(s) and project title and the page number. Here is an example:

## 4 Composition

4.1 As is the case with manuscripts submitted for publication in the scientific literature, project reports must be written in good, grammatical English. The following all contribute to the acceptability of the report:

- composition style,
- appropriate vocabulary,
- correct verb tense use,
- agreement of verbs and their subject nouns in number
- and correct punctuation.

## 5 Units

5.1 Respectable scientific work for international consumption is recorded using Système international (SI) units ([www.bipm.org/en/publications/si-brochure](http://www.bipm.org/en/publications/si-brochure)), which must be used throughout. Correct abbreviations for units must be used.

## 6 Measurements and Uncertainty

6.1 Most physical measurements have uncertainty. Students should be aware of the concepts of accuracy, precision and uncertainty in measurements, and the methods scientists use to represent them e.g. (Bell, 2001). In senior projects, data are expected to have the appropriate number of significant figures, and graphs should have corresponding error bars. Junior and intermediate projects may have as sophisticated a treatment of uncertainty as the finalists? experience allows.

## 7 Graphs, Charts and Maps

7.1 Captions, labels on axes and legends must be accurate and legible.

## 8 CWSF Project Report Guidelines Document

The National Judging Committee shall maintain a document to provide CWSF finalists and others with additional detail and suggestions for writing a Project Report.

We strongly encourage all Finalists to be fully informed about Academic Integrity [1]

### Document:

 [project\\_report\\_guidelines.pdf](#)[2]

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**Source URL:** <https://youthscience.ca/policy/cwsf-project-report>

### Links

[1] <http://youthscience.ca/policy/academic-integrity-finalists>

[2] [https://youthscience.ca/sites/default/files/project\\_report\\_guidelines.pdf](https://youthscience.ca/sites/default/files/project_report_guidelines.pdf)