

This document contains “How to Write a Good Science Fair Report” information, by Mr. John Sullivan. All his coaching notes and the specific layout (title, headings, paragraphs, etc.) are in **BLACK** text.

The word processing instructions for formatting the report are in **RED** text, composed by Mr. Sullivan and Mrs. Barry.

*(Formatting notes: --Entire document should be typed in Times New Roman or similar font, in black ink; no colors.*

*--Except as noted, font size should be 12, and text should be aligned left.*

*--Press Enter key 6-8 times at beginning of document, to make Title appear near center of page, rather than right at top.)*

## **Mr. Sullivan’s Hints and Suggestions for How to Write a Good Science Fair Report for Grades 7 & 8**

*(Formatting notes: Title centered, 14-18 pt. typeface, Times New Roman or similar font, **bold** print, not color. Do not underline. Capitalize all words except articles (a, an, the) and prepositions (for, to, in, etc.).)*

*(Do not make title a “catchy, artsy” title – just tell it like it is.)*

*(Formatting notes: All this next information should be in 12 pt., **bold**, and aligned right, near the bottom of the page.)*

**(your name) First I. Last  
(your address) 173 Main Road  
(your city, state, ZIP) Warwick, RI 02886  
St. Kevin School, Warwick, RI  
(your grade) Grade 8**

*(Page Break after this line. Insert > Break > Page break. OK.)*

## Abstract

*(Formatting notes: The Heading “Abstract” – centered, 14-18 pt., same size as Title. Can use Format Painter tool to apply Title’s formatting to all other Headings in document, to make sure they are all the same.)*

*(Formatting note: The following section is all non-bold, left-aligned, single-spaced.)*

Mr. Sullivan’s Hints and Suggestions for How to Write a Good Science Fair Report

Last name, First name (your name)

173 Main Road, Warwick, RI 02886 (your address info)

St. Kevin School, Warwick, RI

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*(Formatting note: after typing school name and city, tab across the page. Then select that line and underline it.)*

*(Formatting notes: From this point on, your paper should be double spaced.*

Select all your text from here to the end of the document, and press **Ctrl+2** keys.

Do **not** try to double-space by pressing the Enter key twice at the end of each line; doing so makes all your lines start with capitals, as though you were writing a poem, and it’s very difficult to add or delete words. That works well for the Table of Contents, but not for paragraphs.)

*(Formatting notes: Every paragraph should be indented, like this. The word processing program (Word, WordPerfect, etc.) might indent automatically after you press the Enter key to start a new paragraph. If not, press the Tab key ONCE to indent.)*

The abstract of your paper is a summary of the entire science fair project, including research, experiment and results. The abstract is a separate one-page, 250-word maximum summary. You will include a copy directly after the title page and also you need a separate copy to go with your Science Fair paperwork. You should also put a copy of the abstract on your display board.

The abstract should start with a paragraph describing your project (brief overview – tell me what you did and what you got). Next you should have a paragraph with some

background information. This background info should focus on scientific information that you (and others) need to know to understand your project. Example: if your project is on bacteria and where it grows best, your background info needs to talk about bacteria (what it is, how it grows, where it grows, what it needs, etc.) The next paragraph should cover the purpose and procedure of your experiment (why you are doing this and what you did). Finally in the abstract present your results and the conclusion(s) that you draw from your experiment.

The abstract is designed to allow someone to read this brief summary and have a good understanding of your entire project. Remember, it is a 250-word maximum one-page section.

*(Page Break before Table of Contents)*

## **Table of Contents**

Introduction	1
Experiment	1
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(Save Table of Contents to do last, because page numbers will change as you edit your paper. Please follow the format above: start with Introduction as Page 1. Only record the page that the section starts on. The Table of Contents is not a numbered page.)

*(Formatting note: Because the remainder of the paper requires page numbers, it is a good idea to produce it as a second complete document. See [SciFair gr 7-8 -part2-formatted file](#), on school web site.)*