

## Maine Space Grant Consortium Student Final Report Template and other Information

Your written report is a more complete summary of your work. Final reports should be no more than **four pages** (using single spacing) – including graphs and charts and no less than **two pages**.

The report should be in the following format:

- **Software** - Use **Microsoft Word** software (MSGC uses **Version 2010**)
- **Font** – Use **Calibri** font, **11 point** font size.
- **Line Spacing** – Use **Single Spacing** (1.0)
- **Alignment** – Use **Align Left** (please do **NOT** use the Justify feature)
- **Margins** – **1”** Top, Bottom, Left, and Right Margins.
- **Paragraph** – Do **NOT** change spacing Before or After (Keep at 0 (default settings)).
- **Figures, Charts, Pictures** – With the picture or object selected, under Format, select *In line with text* as the wrapping style in the Layout tab. Selecting other options causes formatting errors. Make sure the information is readable!
- **Formatting Tools** – Do **NOT** use any of the following formatting tools in your report as it has caused major problems when we Copy and Paste your report:
  - Paragraph Spacing (Pt Before and After). Please keep this at 0 (default settings).
  - Page Numbering
  - Track Changes (Commentary from your advisor **must** be deleted before submitting your paper.)
  - Headers or Footers
  - Footnotes or Endnotes
  - Hyperlinks in body of paper to Figures, Footnotes, Endnotes, Pictures, or Objects
  - Protect Document or Password Protection

Organize your report in the following manner (Numbers 1-8 are used below for sequencing example purposes only and number 1 should be centered across the paper):

1. Introductory Information in the following order:

**Title of Your Research Report (Use Bold Formatting)**

Student Researcher: Your First Name, Middle Initial, Last Name

Advisor: Name of Your Advisor

Name of College / University You Attend (Use Underline Formatting)

Name of Your Department

2. Abstract
3. Project Objectives (a discussion of your objectives)

4. Methodology Used
5. Results Obtained
6. Significance and Interpretation of Results
7. Figures/Charts
8. Acknowledgments and References

Do **NOT** create a **separate** Title Page. Your Abstract should begin directly below “**Name of Your Department.**”

Whatever you send us will be reproduced “*as is*”. We cannot re-key your report or correct spelling/grammatical errors. Your report should be “*publication ready.*”

Remember, your final product is a reflection of you, your college/university, and your research.