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## Coversheet

Project Title

Student Author

Supervising Researcher

Project Sponsor Details

Research Location

Report instructions

* Scientific Report word count - Maximum of 3,000 words
* The word count will exclude the abstract, tables, graphs, quotes, student details, acknowledgements, bibliography, references, and appendices.
* Font size to be used – no smaller than 10 point
* All work should be checked for spelling and grammatical errors
* Pages should be numbered
* Readability and presentation are important

Save the report along the lines of the following format 19-XX FirstnameSurname-ScientificReport.docx

This template was developed in MS Office 2013.

Form fields have Arial 10-point font as default.

Referencing with Endnote may not function in this form in which case copy Endnote lists as text only.

# ABSTRACT

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*The abstract summarises the report to help a reader decide if she/he needs to read the rest. It is a condensed version of the entire paper.*

*The abstract should be written after the final draft of your paper is complete.*

*It must have:*

*1. Purpose of the experiment*

*2. Key result(s)*

*3. Major point of discussion*

*4. Major conclusion*

### Summary of Research (one page)

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### Introduction

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**[INTRODUCTION]**

*The introduction prepares the reader to understand the whole document.*

*It must have:*

*Clearly stated purpose of the experiment.*

*What are the objectives of the experiment?*

*Use only a few sentences.*

*Important background and/or theory.*

*All references to previous studies should be properly documented.*

*It may include:*

*- Description of specialized equipment*

*- Justification of experiment’s importance*

### Design and Methods

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**[DESIGN AND METHODS]**

*In this section you need to describe how and when the work was conducted, including:*

*- The experimental design*

*- Experimental apparatus (if any)*

*- Methods of gathering and analyzing data*

*- Types of control*

*The reader should be able to replicate the experiment if they wish.*

*This section should be written in the past tense as a narrative describing what you did. Methods adapted from other sources should be referenced. Photographs, maps and diagrams may be used to help describe the experimental setup.*

###

### Results

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**[RESULTS]**

*Observations, data and findings are summarized in this section. Tables and graphs should be used to supplement text and to present the data in a clear, concise, and more understandable form.*

*Tables – (labelled and numbered, titles on rows and columns – including units and symbols, referenced in the text) and graphs (titled, axes labeled including units and symbol, referenced in text) should be labeled correctly and clearly. Raw data is most clearly presented in table form with the highlights summarized in a graph.*

###

### Discussion

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**[DISCUSSION]**

*This section explains what you think your data means and how it relates to the objectives of the project. It should describe patterns and relationships that emerged during the project.*

 *Explain how changes to the experimental procedure may have affected the results or offer suggestions as to why your results may have been different from expected.*

*You should also explain why any trials were omitted and any ambiguities found.*

###

### Conclusion

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**[CONCLUSION]**

*This section should justify a statement of what is now known as a result of this experiment. It should state significant findings and suggest further research that could be undertaken.*

*Thanks to the sponsor should also be given in this segment.*

# STUDENT

Name:

Email:

Supervisor/s:

*NB: make sure you use the Supervisor’s correct title … e.g. Dr, A/Prof, Prof …*

Host Department:

Institution: University of Otago

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 PO Box 7343

Wellington 6242

# **ACKNOWLEDGMENTS**

**Conflicts of Interest,**

#

# REFERENCES

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*All references should be cited correctly.*

*Any reference system is fine, but consistency in use of a reference system is fundamental.*

*APA 6th is a good reference system to use if there are no reasons to follow a different system.*

# APPENDICES

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*Detailed data is stored in this section, including any calculations used. Calibration of equipment is also listed here.*