

# RESEARCH SUMMARY PAPER FORMAT

## 1. Folder and Cover Page

The paper should be bound in a folder with a cover page, which clearly presents the name of the project, student name(s), school name, grade level, and the name of teacher. The cover should add to the overall aesthetic appearance of the project display. The paper should be placed on the table in front of the backboard.

## 2. Verification/Presentation Format

Reports must be typed and printed. Should the report be typed by someone other than the student, include the following statement **on the title page or on a page immediately following**:

"I verify that this paper, typed by \_\_\_\_\_,  
is exactly as I prepared it.

\_\_\_\_\_  
Student's Signature

Credit should also be given to anyone who provided assistance in the preparation of the project on the same page.

## 3. Body of Paper (4-5 double-spaced typed pages)

- The **Statement of the research question/problem being explored** clearly states why the research topic was chosen.
- The **Methodology** explains the steps in the research process—how data was systematically collected and analyzed.
- The **Research findings** include adequate and balanced information in a sequential and convincing manner.
- The **Conclusion** presents a summary of the key idea and answers the question being explored.

## 4. Bibliography/References

Supervising teachers may require MLA, APA, or any other traditional documentation style when listing references and giving credit within the summary paper. The supervising teacher should provide guidelines from a reliable source, and the student should use the chosen style consistently throughout the paper. Sources for manuals for these guidelines are Modern Language Association and the American Psychological Association handbooks. Ordering information can be found online, and the handbooks may be available in your school media center or regional library.

A bibliography is required at all levels. It is recommended that schools/systems scaffold requirements for giving credit within the paper as students progress through the grade levels, with Class IV (Grades 11-12) using documentation skills that should be mastered before entering college.