**Introduction (paragraph 1)**

In the introduction, indicate the overall topic and purpose of the report (“Mrs. Fyre made me” is NOT a purpose), and provide an overview of its contents. Do not dive into the thick of the discussion, orient your readers first. This is the only place where you are allowed to add any *personality* to your report. The following two topics may be added to the introduction if the report is small, usually this will be the case. I will let you know if they need to be separate items.

**Background (usually paragraph 1)**

Provide a discussion of the background leading up to the project. This could be discussing a research question or conflicting theories in the research literature. You may want to apply an interesting discovery from another field to something in your own. Be sure to provide citations for the sources of information that you use (see last topic).

**Literature Review (usually paragraph 1)**

You need to summarize the findings of other researchers that have a bearing on your work.

**Materials (list)**

Be sure to list absolutely everything that you use.

**Methods (list)**

Make a list so comprehensive that anyone would be able to do your exact procedure without error.

**Results**

In this type of report, you collect data and then organize and present it in a section of its own. You may be presenting this data in tables, graphs, or charts. This section contains no interpretive discussion.

**Conclusions**

In this section you will draw conclusion based on the data you’ve gathered and explain why you think those conclusions are valid. You may also include implications and further research into this section. For example, you may want to consider how your findings can be applied and outline further research possibilities.

**Source Page**

Do not list your sources by alphabetical order of authors’ last name, but in numerical order according to when they are used in text. Single-space individual references, with a second or third line aligned with the first. Double-space between references. Use APA format. If needed [www.citationmachine.net](http://www.citationmachine.net) is a good source for citing!