

11. Written Presentation of the Project

The written presentation is a mandatory element to ensure the success of the project and it will be assessed by the judges.

Section 5 of the [Rules](#) outlines the standards that exhibitors must adhere to when presenting their written reports at the Regional and Québec Finals. The written presentation must contain five-page maximum.

All written reports must contain the following:

- ▶ Official cover page
- ▶ Table of contents
- ▶ Introduction
- ▶ Development or results and analysis
- ▶ Conclusion
- ▶ Bibliography

The official cover page, table of contents and bibliography do not count toward the five-page maximum for the written report. All required forms must be included in the report.



A. Official cover page

The [cover page](#) is mandatory. You must fill out the page completely and it cannot be modified. The project summary included on this page must be identical to the summary on the entry form.

B. Table of Contents

This page should include all the elements that will be discussed in the written presentation.

C. Introduction

A few lines (6 to 8) stating your project objectives and the main aspects of the work accomplished.

D. Development or results and analysis

This is the core of your written report, so it must be written with care. In it, you explain the results of your experiment, the details of your design or the information contained in your research.

E. Conclusion

A few lines (6 to 8) summarizing the main aspects of the project, the circumstances under which you worked, and possible future developments regarding the topic of your presentation.

F. Bibliography

A Science Fair project cannot be carried out without research. Regardless of the project, exhibitors must indicate their sources. The information regarding the reference tools used to conduct the research must be included in the bibliography.

The bibliography is therefore mandatory, as are the footnotes found throughout the written report (or in any document that will be made available to the judges and visitors). Quotation marks must be used for all quotations, but remember that although all research projects must include quotations, they cannot be an integral part of the report! To avoid plagiarism, exhibitors must use their own words to explain the notions they wish to demonstrate. This will make the project easier to present, given that a clearly designed project is always easier to explain.

Read the section on [academic integrity](#) carefully.

F.**Bibliography (continued)****Here are some examples of methods used to cite references:****▶ Books:**

AUTHOR'S LAST NAME, first name, year of publication. Title of the book, publishing location: publisher, number of pages.

E.g. POMERLEAU, René, 1980. Flore des champignons du Québec. Montréal: Éditions La Presse, 652 p.

▶ Articles:

AUTHOR'S LAST NAME, first name. "Title of article." Title of Magazine or Journal, volume, number, publication date, starting and ending pages of the article in question.

E.g. KINNARD, Nathalie. "Savants et spiritualité." Découvrir, Vol. 27, No. 3, May-June 2006, p. 34–41.

▶ Websites:

AUTHOR'S LAST NAME, first name (where appropriate) or NAME OF ORGANIZATION. "Title of Article." (where appropriate) website address, month, year, section (where appropriate).

POIRIER, Marthe. "A Dazzling Project!" www.cdls.qc.ca, June 2002, Section 3.

**Appendices**

Appendices include data that complement the information contained in your written report, and that make your project easier to understand. They can be placed in a binder so that they are easy to consult. They must be available only at your booth and not at the end of the written report.

A few examples of appendices include graphs, diagrams and a detailed list of the material used in your experiment.

Your laboratory notebook must be at your booth and available for evaluation by the judges.