

## Regional Paper Rules and Guidelines, and Grading Guidelines

If a student registers for AND attends the Regional Science and Engineering Fair at UNM in the spring, then they may elect to write a Regional Paper instead of entering the Research Expo at Rio Rancho High School. The grade that they receive on their papers will replace the one they would have gotten had they attended the RRPS Spring Expo. In other words, this paper will be 50% of the final exam grade (10% of the overall semester grade).

The first page of this document is format requirements, and all students must follow these regulations. The second page of this document is just a sample of how a teacher may grade the assignment. However, the teacher has complete leeway in this matter, except that the grade assigned must be 50% of the student's final exam grade if they are in an enriched math or science class.

### Regional Paper Rules

1. All papers must include a title page with the following information: title of the paper, name of the student author, home address, home phone number, age, grade of the student, school name, school address, school phone number, and name of the teacher or sponsor who endorses the project.
2. The maximum length of the paper is 1500 words, not including references, figures, tables, and appendices.
3. The paper **MUST** be typed, double-spaced, and on one side of the paper only. Number the pages of the body of the paper in the upper right-hand corner. This competition does not require paper numbers for title page, references, and appendices.
4. Staple the pages of the manuscript in the upper left-hand corner. Please **DO NOT** bind the manuscript in a folder or notebook.
5. Student may secure help in structuring, proofreading, and typing the paper. However; any and all assistance MUST be noted in the acknowledgments.

### Requirements

*Technical papers differ from other literary papers in their composition. The following characteristics distinguish science research papers: the abstract; captioned text; author-date citations; and a list of references. **Your paper must include the following components, each of which should start on a new page.***

**Title Page:** Title of paper, student's name, age, and grade; school name, address, and phone number; student's home address and phone number; and the name of the teacher or sponsor who endorses the paper. Both the author and the teacher/sponsor should sign the title page. Please type the title at the top right of each page of the manuscript.

**Acknowledgments:** On this page thank individuals who have helped you in any way with your project.

**Abstract:** A brief summary of the content of your paper. In one or two paragraphs, define the problem, describe the methods you used in your project, summarize the results, and state the conclusions. The abstract should be on a separate page and is not numbered.

**Body of Paper:** The body of the paper is composed of four main sections; Introduction; Methods; Results; and Discussion or Conclusions.

**Introduction:** Describe the background for your work; state the problem or questions, and the goals. In describing the work or conclusions of others credit is given by the use of author-date reference citations. The complete reference is listed in the References section.

**Methods:** Summarize in your own words what you did, what materials you used, and what instruments you used. Describe the work so someone else could duplicate it.

**Results:** Describe the results of your experiment, mathematical work or design project. Raw data include all observations or data that you obtain. These are not included in the body of the paper, but can be included in the Appendices. Analyze your data and then present them in the form of graphs, tables, or descriptions. Do not draw conclusions in the Results section. Reserve that for the Discussion section.

**Discussion:** Describe your conclusions (even the obvious ones) and, if appropriate, discuss suggestions or implications for further work. **This is the single most important part of the paper.** This is what you learned, and what you can do with the information!

**References:** This is the place where you list the complete information about the references you cited in the body of the paper.

**Glossary (if applicable):** Define new or specialized terms that you used elsewhere your paper.

## Grading Guidelines

*(Presented as an example only! –teacher may use other criteria.)*

*Both the Rough Draft and Final Copy require essentially the same components, but the difference in the point values comes from the refinement level necessary in the Final Copy. The Final Copy will be scrutinized at a much greater level to make sure that all of the Regional Paper Guideline requirements are met accurately and completely.*

**Rough Draft – 200 Points (20% of Expo grade – A student may receive any point total from zero to the amount listed for each category)**  
**[Due 03 April – Tuesday]**

**Mechanics (20 points):** Proper spelling and grammar is necessary.

**Format (20 points):**

- (a) Max length 1500 words (3 points)
- (b) Typed (6 points)
- (c) Double-spaced (6 points)
- (d) Written on single side (2 points)
- (e) Pages numbered in the upper right-hand corner. (Excluding title page, references, and appendices.) (2 points)
- (f) Stapled in upper left-hand corner. NOT bound. (1 point)
- (g) NOT in plastic cover slips. (Minus a billion points if in plastic cover slips.)

**Required Components (160 points) – See Regional Paper Guidelines for clarifications of each category:**

- (a) Title Page (10 points)
- (b) Acknowledgements (10 points)
- (c) Abstract (40 points)
- (d) Body of Paper. Includes the sections below (i-iv) (75 points)
  - (i) Introduction (10 points)
  - (ii) Methods (20 points)
  - (iii) Results (20 points)
  - (iv) Discussion (25 points)
- (e) References (15 points)
- (f) Glossary (10 points)

**Final Copy – 800 Points (80% of Expo grade – A student may receive any point total from zero to the amount listed for each category)**  
**[Due 20 April – Friday]**

**Mechanics (50 points):** Proper spelling and grammar is necessary.

**Format (60 points):**

- (a) Max length 1500 words (9 points)
- (b) Typed (18 points)
- (c) Double-spaced (18 points)
- (d) Written on single side (6 points)
- (e) Pages numbered in the upper right-hand corner. (Excluding title page, references, and appendices.) (6 points)
- (f) Stapled in upper left-hand corner. NOT bound. (3 points)
- (g) NOT in plastic cover slips. (Minus three billion points if in plastic cover slips.)

**Required Components (630 points) – See Regional Paper Guidelines for clarifications of each category:**

- (a) Title Page (40 points)
- (b) Acknowledgements (40 points)
- (c) Abstract (100 points)
- (d) Body of Paper. Includes the sections below (i-iv) (330 points)
  - (i) Introduction (40 points)
  - (ii) Methods (85 points)
  - (iii) Results (85 points)
  - (iv) Discussion (120 points)
- (e) References (70 points)
- (f) Glossary (50 points)

**Appearance (60 Points):** The Final Copy should be visually pleasing, with no smudges, errors, or crossed-out or whited-out areas. The spacing, placement, alignment, and other arrangement considerations of all of the components, should be appropriate, practical, organized, and easy to follow. Each bolded section listed in the Regional Paper Guidelines must be on a separate sheet or sheets of paper. Visual aids, such as charts, diagrams, tables, and graphs should be computer generated (color is best) and labeled clearly and accurately.