

INDEPENDENT INQUIRY INVESTIGATION RESEARCH PLAN CHECKLIST

- Project Selection (In order for projects to be accepted):**
 - No project should be recycled from previous school years or from another person.
 - No project should be copied and pasted from the Internet.
 - Topics must be approved by the student's teacher prior to the student working on the investigation.
 - The investigation must portray scientific thought.
 - The content (research) learned that is related to the investigation and the results of the investigation must exhibit real world relevance.
 - The investigation must be grade-level and/or ability-level appropriate.

- Format:**
 - Typed and printed in black ink on white copy paper
 - Margins: One-inch margins (Top, bottom, and both sides)
 - Font type: Times New Roman
 - Font size: 12 points
 - Double space is used between the title and the title of the investigation, between the title of the investigation and the outline, and between each of the 5 components [Question Being Addressed, Hypothesis, Description of Method or Procedures (Procedures and Analysis), and Bibliography]
 - Single space within the content typed for the first 4 components
 - Double space within the references with all lines indented to a half inch except for the first line of each reference

- Outline of Content:**
 - Student's name is right aligned as a header
 - The title of this piece of work, *Research Plan*, is centered at the top margin
 - A relevant title for the investigation is left aligned and double-spaced below *Research Plan*
 - The 6 labels [Question Being Addressed, Hypothesis, Description of Method or Procedures (Procedures and Analysis), and Bibliography] that are relevant to a research plan precedes the appropriate content
 - The 5 relevant components are in order

- Content:**
 - The 5 components [Question Being Addressed, Hypothesis, Description of Method or Procedures (Procedures and Analysis), and Bibliography] contain correct information
 - Each component builds on the previous component
 - Each component contains thorough information
 - **HINT:** the "Question Being Addressed" is essentially the same as the problem statement
 - Procedures (relevant steps of the experiment are listed in detail with specific materials, measurements, etc.)

- Analysis' questions are answered. See the scientific investigation formal outline notes for details.
 - Must list 5 references representing the professionally produced sources used to compose the research paper
 - Length: 160 – 250 words, excluding the references
- **Writing Style:**
- No name(s) of the investigator or human subjects are used
 - Human subjects must be identified by pseudo names (Examples: Person A, Person B, Subject A, Subject B, etc.)
 - The research plan is typed in third person (i.e. No pronouns referring to the investigator, such as, I, me, my, mine, we, our, etc. are used)
 - The research plan is typed in **FUTURE** verb tense
 - The reference list must be in American Psychological Association (APA) style of referencing. See Google Classroom (GC) for assistance.
- **Grammar and Mechanics:**
- Capitalization rules are followed
 - Spelling rules are followed
 - Punctuation rules are followed
 - Spacing rules and guidelines between sections, sentences, and words are followed
 - Verb tense rules are followed
 - Subject-verb agreement rules are followed
 - Sentence structure rules are followed
 - Coherent and complete components are established
- **Presentation:**
- Neat
 - Clean
 - Professional (in a report cover with a clear view front)