



Writing your Nuffield Research Placement report

Guidance notes

All students are asked to write a project report at the end of their placement. You should speak to your supervisor about this early on in your project as they can help you to plan this. Some supervisors like reports to be structured in a particular way - this is fine. If they don't mind, below is a suggested format for your report. As a guide, reports should be longer than 10 but less than 20 pages. Remember, this is a scientific report, so you should be precise and professional in your writing.

As a suggestion you could structure your report in the following way:

INTRODUCTION

- What did you set out to do? What were you being asked to do? What information (research paper/articles) did you already know about the subject? Did you have to read up about the subject and where did you find the information?
- How did you go about finding information? Perhaps your supervisor gave you some pointers about where to start?

ABSTRACT

- Brief summary of your research. The reader will use this to find out quickly what your report is about

METHODOLOGY

- What sort of apparatus/equipment/techniques did you have to use, and in doing so what safety precautions and special measures did you need to take and why?
- Feel free to include diagrams, graphs and/or photos. An image can enhance a piece of text by helping to communicate ideas in your report.

RESULTS AND DISCUSSION

- What results did you get? You can include some/all data collection and results in your write up.

EVALUATION

- If the work was to continue, what needs to be done and is there anything further anyone should look at/pursue?
- Could anything have been done differently from the way you did it?

APPENDIX

- The appendix can contain any additional information that the reader might find interesting.

REFERENCES

- You should include a list of any references you used at the end of your report (see below for suggested formats).

BIBLIOGRAPHY

- This can be helpful, as it shows what other sources might be useful for others interested in your topic.

ACKNOWLEDGEMENTS

- You may wish to say thanks to those who helped you carry out the project.
- Did you consider the project to be worthwhile? Has it changed your view of how scientists work? Has it confirmed the fact that you want to pursue a career in science or scientific research?