

Signature Page Guidelines: Title

Author

Department

Faculty mentor

Program (FYSRE, USR&CAP

Research Period (e.g., Summer 2018)

Abstract

Acceptable fonts are ones easily readable (e.g., Arial, Times New Roman, Verdana, etc.) with a font size of 10 - 12 point. Final report title should be two points larger than the text size font (e.g., 12 point for 10 point text font, 13 point for 11 point text font, and 14 point for 12 point text font size).

Signatures

Student Researcher

Faculty Mentor

Date

Submit electronically with electronic signatures or a scanned copy. Submit via email to Undergraduate.Research@UToledo.Edu and copy your Faculty Mentor.

Sample Final Report Guidelines: Title

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I. Introduction

The section headings should be LEFT justified and the text body should be LEFT or FULL justified. The pages should be in the common, single column, page layout. The title should be in **BOLD** face font and the section headings (including Abstract heading) should be in **BOLD** face font OR underlined and consecutively numbered.

Typical sections include Introduction, Methods, Results, Discussion, Acknowledgements, and References. These sections may vary depending on your type of project.

Tables and Figures can be embedded with the text or at the end of the document, which is typical for journal submissions.

II. Number of Copies

You need to submit one copy to the OUR-UT office (electronic) and it is advised for you to send a final copy to your faculty adviser.

III. Etc.

All pages should have 1" top, left, right, and bottom margins except for the Abstract on the first page, which should have a 1.5" left and right margins.