Nuffield Future Researchers

Report and poster guidance

In this guide, you can find information on how to write a report and how to create a poster to show off what you've done in your project.

Writing your Nuffield Future Researchers report

All students are asked to write a project report at the end of their placement. You should speak to your supervisor about your report early on, as they can help you to plan it. Some supervisors prefer 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 between 10 and 20 pages and you should be precise and professional in your writing.

Please use normal margins and 11-point Arial/Calibri font.

Introduction	What did you set out to do? What were you being asked to do? What information about the subject did you already know (for example, from research papers or articles)? Did you read up on the subject? If so, where did you find the information? How did you go about finding information (perhaps your project supervisor gave you some pointers about where to start)?
Abstract	Write a brief summary of your research. The reader will use this as a quick way to find out what your report is about.
Methodology	What sort of apparatus/equipment/techniques did you 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 in your report by helping to better communicate ideas.
Results and discussion	What results did you get? You can include some or 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 or pursue? Could anything have been done differently to 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 section on *Plagiarism* below for suggested formats).
Bibliography	This is helpful, as it shows what other sources might be useful for readers interested in your topic.
Acknowledgements	It is polite and good practice to say thank you to those who helped you on your project

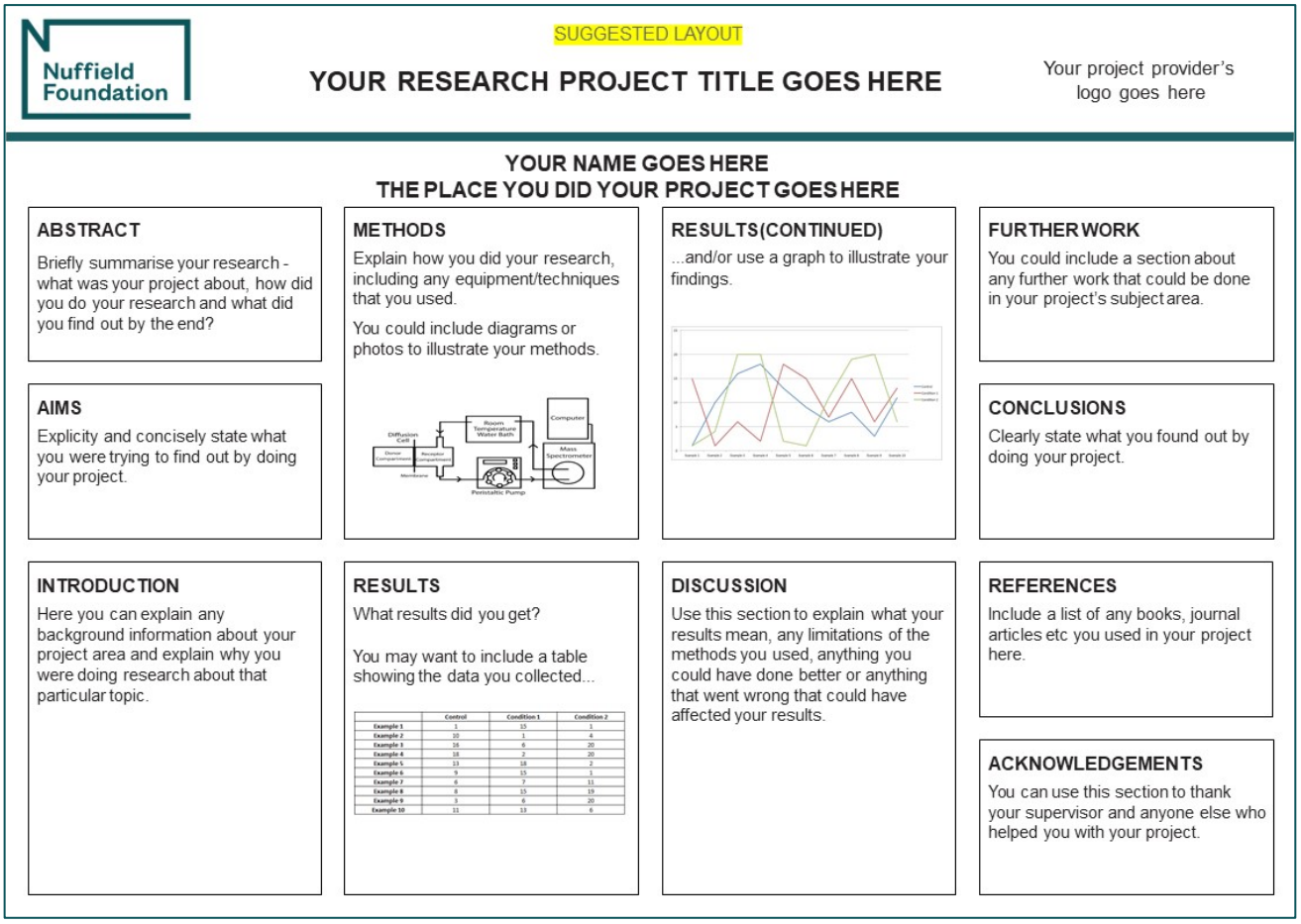
CREST Award criteria

If you would like to submit your report for a CREST Gold Award you should read their criteria carefully **here**.

Making your Nuffield Future Researchers poster

As part of your project, you'll also need to create a scientific poster. It's worth thinking about this during your project, as your supervisor may be able to help you with designing/creating it. They may even be happy to organise for it to get printed at their organisation, but this should not be assumed as it cannot always be possible.

To get you started, we have created a suggested template for your poster:



NB. An editable version of this can be provided by your Regional Coordinator, just ask them for the PowerPoint template**.**

What is plagiarism and how can I avoid it?

Plagiarism is when you present someone else's work as your own. At school or university, you would be marked down or even disqualified for plagiarising someone else's work.

However, this doesn't mean that you can't use others' work in your report; you just need to make sure that you reference the work properly. For example, if you want to quote or present the ideas that you have read in a scientific article, you can; as long as you make a note in your report as to where these ideas have come from, which you can do in the text of the report.

The below are extracts from different student alumni reports that provide examples of how work can be referenced:

Cause-effect relationships or the direction of causality have proved difficult to establish; in other words, higher levels of team cohesion may lead to more successful performances (Weinberg & Gould, 2003).

Fullington and Otto (1997) discuss gunshot wounds in a sample of cats and dogs who presented at veterinary practice in Pennsylvania, America.

But it was not until 2007 that Neoparamoeba perurans a new species was identified to be the aetiological agent (Young et al., 2007), which had been confirmed by Koch's postulate (Crosbie et al., 2012).

You should also add the full reference at the end of the report in the *References* section using the following format:

Weinberg, R.S. & Gould, D. (2003). Foundations of sport and exercise psychology (3rd ed.). Champaign, IL: Human Kinetics.

Here are two tools to help you construct your reference list in the preferred style.

- University of the Highlands and islands: Citing and referencing using Harvard: A quick guide (https://www.uhi.ac.uk/en/t4-media/one-web/university/library/how-to/UHI-mini-Student-referencing-guide-en-N_A.PDF).
- Cite this for me (https://www.citethisforme.com/uk/referencing-generator/harvard).

Talk to your supervisor and your Regional Coordinator if you are not sure. This is something you'll need to use a lot if you carry on to university, so it's good to get to grips with it now.