

APPENDIX A

Useful Checklists for Papers

These checklists are designed to help the student and student sponsor avoid the pitfalls that disqualify student research papers. The guidelines, procedures and rules listed in the Handbook are very specific and it is the responsibility of both the student and the student sponsor to be aware of them. Check and double-check to assure that your paper is in the proper form as outlined in the latest edition of the VJAS Handbook. The **basic procedures and guidelines are outlined** here for students and teachers to use to double check their submissions. Failure to follow any procedures and schedules in the Handbook or as specified in official communications of the VJAS will result in disqualification.

CHECKLIST FOR SUBMITTING PAPERS

- There must be an **“ORIGINAL”** and **four additional (4) copies (i.e., 5 papers total)**.
 - **Mark one in red as the “ORIGINAL” at top and in center of Student Entry Form (Page ONE).**
 - The “ORIGINAL” and each of the 4 additional copies must be **printed/copied single-sided.**
 - Make copies BEFORE marking the original!!
 - Rubber band the set of papers together (preferably using a 7” x 1/8” rubber band), original on top
- Send the **“ORIGINAL”** and **four (4) copies** (rubber banded together) to the VAS Office by the deadline. Make at least one additional copy for your files and additional copies for each Special Interest Award or Scholarship for which you plan to apply if your paper is accepted.
- Send paper to the VAS Office via priority mail, express delivery, or hand deliver. Please do not request a signature. **All papers must be received in the VAS Office by February 21, 2018.**
- Send VJAS Special Interest Award Applications Form, paper, and any other requested material to the Special Interest Awards Chairperson by the deadline stated on the form. Follow instructions exactly. **DO NOT send any Special Interest Award applications until after paper acceptances have been received, but feel free to prepare them early due to time constraints.**

CHECKLIST FOR STUDENT RESEARCH PAPERS TO AVOID DISQUALIFICATION

1. FORMS CHECKLIST

Papers must have current VJAS forms only.

A. The Student Entry Form is page ONE.

- The Student Entry Form (Page ONE)** must be filled out completely and correctly, and a completed copy must be attached (as page one) to the “Original” and to each of the four additional copies. All copies must have both student and student sponsor signatures on them.

- Student Entry Form (Page ONE): **Top left corner.** Enter the **code for the category** in the blank at the **top, left** on pages ONE, and also on pages FOUR and FIVE. Middle School categories have a two-letter code and high schools have a three-letter code.
- The paper must be entered in the proper **VJAS** category. Science Fair categories as well as other science competitions and VJAS categories are not identical nor are they interchangeable.
- Multiple-authored papers** (maximum of four authors). Check the appropriate line in the top left corner. Each multiple author must fill out his/her own Student Entry Form and have all signatures, but the group of multiple authors uses only one set of Reader and Judge forms.
- Student Entry Form (Page ONE): **Top right corner.** Enter the **school number** at the top, right **side** followed by a **capital “A”** if the author is a **senior/12th grader**, or a **capital “B”** if the author is an **eighth grader**. **The school number, assigned by VAS office staff, is provided in the VJAS Member Certification letter sent to the Head Sponsor of each VJAS School Member and to the parent/guardian of each VJAS Individual Member.** If you have any questions do not contact the VJAS Director but contact the VAS Office by e-mail (vasoffice@vacadsci.org). **Do not guess or use any other number your school might have.**
- Student Entry Form (Page ONE): body of the form.** Answer every question including item #7. Must have student’s AND student sponsor’s signature. This is the **ONLY** page on which the student’s name and school name will appear. **Form must be typed.**

B. The following forms come after the Student Entry Form (Page ONE), in the following order.

- The **Certification Statement Form (Page TWO)**, **NOW REQUIRED (NEW!!)**, with appropriate boxes checked and signed by both student and student sponsor, and placed immediately after the Student Entry Form.
- Continuation Project Form (Page THREE)**, **if a student is continuing a project**, must be filled out, and placed immediately after the Certification Statement Form.
- Reader’s Evaluation Form (Page FOUR)** – required for all papers and placed immediately after Continuation Project Form.
- Judge’s Evaluation Form (Page FIVE)** – required for all papers and placed immediately after Reader’s Evaluation Form.
- VJAS Mentor and/or Research Facility Form (Page SIX)**, **if applicable**, and placed immediately after the Judge’s Evaluation Form. **If a Mentor was used and/or if student worked in a Research Facility**, the VJAS Mentor and/or Research Facility Form must be filled out. Also, the Certification Statement Form must be signed and placed after the Student Entry Form.

C. There should be no title page or any other form of identification of the student, student sponsor, or school on any page except the Student Entry Form and Certification Statement Form.

2. PAPER CHECKLIST

A. Rules for formatting the paper.

- The abstract and body of paper (including all parts of the paper) have been typed/word processed in **double-spaced** format. (Exception: long quotes, figures, legends, within literature citations)
- All margins - top, bottom, and sides are not less than one inch (1") on ALL pages **including appendices**.
- Number the pages**, beginning with the abstract which is page 1. Put page numbers in the **footer**, which can be within the margin and the only exception to the one inch margin.
- The paper is printed in no smaller than 12 pt. type size using one of the following fonts: Arial, Helvetica, Times New Roman, Courier, or Geneva; or is typewritten in nothing smaller than 12 characters to the inch. Check it with a ruler!
- Do not use footnotes**. Use parenthetical citations (Author, Year).

B. Text. *The abstract begins the **twelve (12) pages of text** allowed in the body of the paper (all pages double-spaced on one-side of 8½" by 11" paper). The paper consists of the following sections which should be labeled, with the labels bolded, underlined or both.*

- Abstract (1 page only)**: This is the first page of the 12 pages of text.
- Introduction**.
- Methods and Materials**. Do not list materials - use paragraph format.
- Results**. Includes a written summary of the results, graphs, tables, figures and/or photographs of the summarized data, and an analysis of the data.
- Discussion and Conclusions**
- Literature Cited**: This is not a bibliography. It is a list of the literature cited in the text.
 - There must be a minimum of three peer-reviewed/scholarly sources for middle school papers and a minimum of five peer-reviewed/scholarly sources for high school papers.
 - Each must be cited at least once in the body of the paper.
 - List peer-reviewed/scholarly and non-peer-reviewed sources in separate sections.
 - Students in grades 9-12 must use APA format, the standard format of the *Virginia Journal of Science*.
 - Students in grades 7-8 may use either MLA or APA format.

C. This ends the text with a maximum of 12 pages. *Papers exceeding this will be disqualified.*

- Do not include Acknowledgments**, which are no longer permitted.
- Appendix**: This is part of the 20-page maximum. A text of 12 pages allows 8 pages for an appendix. If the text is reduced, the appendix may be increased but only to a maximum paper length of 20 pages. **Experimental design diagrams are to be placed in the appendix, if used. If the project involved participation of human subjects, a sample Participant Consent Form should be included in the Appendix.**

D. This ends the total paper with a maximum of 20 pages. *Papers exceeding this will be disqualified*