

**Lab Project Proposal:
Writing and Editorial Style, Formatting and Organization, and Turning It In**

Failure to follow these guidelines will result in a large reduction of your grade for this proposal. If the failure to follow these guidelines on the project proposal amounts to gross negligence, your final grade for the group project will be reduced by up to twenty percentage points.

Writing and editorial style

Your proposal should follow the guidelines presented in two handouts posted on Moodle:

“APA Style Reference Lists, In-Text Citations and Additional Formatting Guidelines”

and

“Writing Style Guide”

Formatting the project proposal

The project proposal should be organized and presented as follows:

Title page. The title page should give a title for the paper, the names of everyone who contributed to the assignment, and the date you turn it in.

The title page should not be numbered, but in principle it counts as page 1.

The text or body of the paper. The text of the paper should start at the top of the first page after the title page. The first page of the text should be numbered as page 2, and all pages of the text or text of the paper should be numbered in sequence.

List of data sources. The list of data sources should begin at the top of a new page, immediately following the body of the paper. The heading “Data Sources” should appear centered at the top of the first page of the list of data sources.

A page number should appear on every page of the list of data sources. The numbering of the pages of the reference list should pick up where the numbering of the pages of the text of the paper left off.

Reference list. The reference list should begin at the top of a new page, immediately following the list of data sources. The heading “References” should appear centered at the top of the first page of the reference list.

A page number should appear on every page of the list of data sources. The numbering of the pages of the list of data sources should pick up where the numbering of the reference list left off.

Turning in your proposal

You should turn in a printed copy of your group's proposal at the beginning of class on Friday, March 6.

Before the beginning of class on March 6, you should post an electronic copy of the proposal on your group's OSF site. The electronic version of the proposal that you post on OSF should consist of just one file, in either Microsoft Word or pdf format. The name of the file should be "Team XXX Proposal.docx" or "Team XXX Proposal.pdf," where XXX is replaced by the last name of the person your group is named after. The electronic version should be identical to the printed copy you turn in at the beginning of class.

The printed copy you turn in at the beginning of class will be considered the definitive version of your proposal. If you do not turn in a printed copy at the beginning of class, the assignment will be considered overdue even if you posted an electronic copy on OSF before class. If there are any differences between the electronic version and the printed version, the printed version is the one I will read and comment on, and it is the one that will be graded.