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*Department of Art and Design, Cal Poly, San Luis Obispo*

**FORMAT FOR SENIOR PROJECT FINAL WRITTEN REPORT**

**Title Page**

The required format is shown in [Attachment A](#). This is the first page inside your cover. It is not numbered, but in reality it is page i.

**Abstract**

The abstract is a brief paragraph or two including all the essential information contained in the report. The abstract is unnumbered. (Guidelines for developing the abstract are found in the bookstore or Kennedy Library).

**Table of Contents**

The Table of Contents is a listing of all major and minor topics with the corresponding page numbers contained in the report. The Table of Contents is numbered ii.

**Chapter I – Introduction**

A brief introduction to the topic or subject of the report. It should be approximately 1-1/2 pages in length and deal in general terms. Also included in Chapter I are the following:

**Statement of the Problem:** This section should identify the problem your report is attempting to answer or solve.

**Purpose or Objective of the Study:** This section deals with identifying the purpose or reason for the study. The objectives should be included.

**Limitations of the Study:** The identification of any restrictions or limitations you are imposing on the study.

**Glossary of Terms:** Any terms that are unique or different that need to be defined.

**Chapter II – Review of Research**

This chapter will vary in length depending on the amount of research your project requires. It attempts to accomplish at least two things.

1. Develop the background material in order for your reader to understand the emphasis and direction of the senior project, including showing examples where applicable.
2. Develop the justification for the study and substantiate your methodology.

### **Chapter III – Procedures and Results**

This section includes the procedures used in the development of the project. It also includes the results such as a description of the final outcome and general conclusions about the project. Stages of project development (photocopies of roughs or working drawings) should be included as accompaniment to your text..

### **Chapter IV – Summary and Recommendations**

A summary of the entire project (usually about a page). Recommendations for further study that could result from your project may also be included.

### **Bibliography**

Listing of all books, magazines, articles, used in the research of the project (see sample below).

### **Typing, Margins, and Spacing**

The text of the report should be typed double-spaced, in 12-point type size. Margins should be as follows:

- 1-1/2 inches (18 spaces) top and left-hand margins
- 1 inch (12 spaces) bottom and right-hand margin except pages with chapter headings which are 1-1/2 inches from the top of the page.

### **Pagination and Binding Information**

Pagination: All pages are numbered except the Title Page and Abstract. All pages which appear before the actual body are numbered in Roman numerals (e.g., i, ii, iii, iv, etc.) except the Title Page and Abstract. The pages in the text are numbered in Arabic numbers (1,2,3) in the upper right-hand corner except pages with chapter headings, which have the page number centered one-half inch from the bottom of the page.

Bound copy: The bound copy should have a label on the front cover, which includes Title of Project, your name, and month and year submitted. The binding must be spiral, tape, or cheesecloth—no three-ring binders will be accepted.

*(Model Bibliography)*

### **BIBLIOGRAPHY**

Anonymous, *The MLA Style Sheet*, compiled by William Riley Parker, New York, The Modern Language Association of America, c. 1981.

\_\_\_\_\_, *A Manual of Style*, containing typographical and other rules for authors, printers, and publishers recommended by the University of Chicago Press, together with specimens of type, eleventh edition, Chicago, The University of Chicago Press, 1990.

Clapp, Verner, W., "Bibliography," *The Encyclopedia Americana*, 1993 edition, III, 674-677.  
Daniels, Edgar F., "The Dishonest Term Paper," *College English*, XXI (April 1998), 403-405.