

Lost... Project Final Notes & Advice

This is a CHEMISTRY project. As a chemist, you must talk about all 23 items – why they would be good to use or why you would not want to use them. NEVER say you had no use for the item. You will not get credit if you do.

Here are some things you've asked or you may have overlooked, and some final words of advice. It's a long list to review, but very important, so READ IT ALL! TWICE!

Journal/Research Paper:

1. Your journal/research paper must be in general manuscript form:
 - o Must have a title page – Google it!
 - o Typed, **double spaced**
 - o Last name and page number on top right corner of each page
 - o Each of the major three sections of your paper should start on a new page
2. Each item in its own “mini-paragraph.” Multiple items used to do or make one thing can be included in the same paragraph
3. **Highlight** each one of the main 23 items the first time you mention in your paper. If you use the item again later in your journal for a different reason, highlight it again. Do not highlight the in text citation.
4. You must have two different book sources – besides using the Internet.

In Text Citation

5. Every single item must have its own in text citation. Even if you use the same source for two items in a row, EACH ITEM must have its own separate in text citation. This includes illustrations! Make sure you include in text citation(s) on every illustration.
6. A lot of times items need TWO sources – one to identify what the item is and a second one to tell the use of the item.
7. Never, never, never, put the URL or the website in the in text citation. Check the Phase 2 instructions for what to include –article title, author, organization, etc. In text citations should match the first thing you have written in each entry of your Works Cited.
8. Double check to make sure you don't have anything in the internal documentation that isn't in your Works Cited, and vice versa.

Works Cited & Google Slides

9. Don't wait to do your Works Cited page last. Do it before you finish the final draft of your paper. It takes a while to compile a Works Cited and if you don't have one, I cannot accept your paper. It would be better to have a few mistakes in your paper than to not turn in a Works Cited.
10. Never, never, never include JUST the URL for Internet sites in your Works Cited. And don't forget to reverse indent your Works Cited! Follow the examples I gave you!
11. If you have the same source for different items, you must have different Works Cited entries & Google Slides.
12. Follow the Google slides examples I gave you to know where to put everything on the slide.

Final Notes & Advice

13. Save as you go! Go ahead and save a copy of your latest rough draft in your Shared folder – label it rough draft for now. This way, if something happens in your drive or if your computer crashes at the last minute, I'll be able to see that you have been working on your paper.
14. Get someone that you trust to read over your paper and check it against the project guideline sheet that I gave you – especially the Manuscript Form Checklist. They'll be able to help you find things you might have left off.

You can do great things! I believe in you and I can't wait to read your paper!