

## URA Final Project Guidelines

**While the exact form of the final product must meet the standards of the faculty mentor, the student should adhere to the following guidelines.**

### **For All Final Submissions:**

- 1.) All students must submit a Final Project Mentor Approval Form indicating that his or her faculty mentor has reviewed and approved the project for submission. See below.
- 2.) All students must submit a written summary of the research that has been conducted including
  - a. The purpose for which the research was conducted
  - b. The methods used to conduct the research
  - c. The research findings
  - d. A summary of the successes and downfalls of the research project
  - e. Why the research was worthwhile/What the research has accomplished.
- 3.) Eight pages is a suggested minimum length for the written product - one page per month of research conducted during the awarded school year. There is no maximum length for submission for the final product to the Office of Undergraduate Education. Final paper submissions have ranged from a few pages to a 300-page book. The *UMBC Review*, however, will not consider papers longer than 30 double-spaced pages.

### **For Artistic Exhibits and Performances:**

- 1.) Submit information specified above in "For All Final Submissions."
- 2.) When possible the student should submit an appropriate artistic representation of the work in addition to the written product. This could be
  - a. a performance video
  - b. a compact disc or video
  - c. photographs or copies of work from artistic exhibits
- 3.) Photographs or other documentation of the progress of the project are also encouraged.

**Submission Guidelines for the *UMBC Review: Journal of Undergraduate Research*:** (Papers prepared for submission in the *UMBC Review* are suitable as a final project submission to the Office of Undergraduate Education)

- 1.) The type should be double spaced and the paper should be paper clipped together.
- 2.) All notes should be in endnote format (No Footnotes).
- 3.) Bibliographies and/or Reference sections should be complete and in proper format for your discipline (MLA, APA, etc.).
- 4.) The paper should begin with a paragraph that introduces the work and explains how you came to study this particular topic. This should not exceed two hundred words. The purpose of this paragraph is to demystify the process of doing research or creative work for *Review* readers.
- 5.) Graphs and charts must be submitted in Math Type.
- 6.) Papers exceeding 30 double spaced pages (including footnotes, graphs, and a bibliography) will not be considered.
- 7.) Students must arrange for a signed letter of recommendation completed by the faculty mentor.

**Undergraduate Research Award**  
and  
***UMBC REVIEW: Journal of Undergraduate Research***

**ADVISOR RECOMMENDATION**

**Note to Student Applicant:** Please give this form to your faculty advisor for his/her approval of your final project for your Undergraduate Research Award and for his/her approval of your paper for direct submission to the UMBC Review.

**Note to Faculty Advisor:** Please complete this form and submit it in a sealed and signed envelope. Your student's paper cannot be considered until your recommendation has been received. Please submit your application to:

Janet McGlynn  
Office of Undergraduate Education  
Sherman Hall Rm.114

Student's Name \_\_\_\_\_

Faculty Advisor's Name \_\_\_\_\_ Ext. \_\_\_\_\_

Faculty Email \_\_\_\_\_ Office Phone \_\_\_\_\_

Title of Submission  
\_\_\_\_\_  
\_\_\_\_\_

**Undergraduate Research Award Final Project**

I, \_\_\_\_\_, have hereby received this student's final project which completes and summarizes his or her Undergraduate Research Award project. The student has adhered to the Final Submission guidelines and has my approval based on what I feel is an accurate final project based on the depth and discipline of his or her research.

Date \_\_\_\_\_

**UMBC Review Submission**

If the student is submitting a copy of his or her final project to the UMBC Review (Otherwise ignore the bottom half of this form):

**PLEASE ATTACH A STATEMENT OF SUPPORT TO THE EDITORS FOR THIS STUDENT'S SUBMISSION. PLEASE INCLUDE IN YOUR COMMENTS YOUR CANDID AND CONFIDENTIAL ASSESSMENT OF THE WORTHINESS OF THE STUDENT'S ENTRY AS PUBLISHABLE WORK.**

AND PLEASE SIGN BELOW TO INDICATE THE FOLLOWING:

I, \_\_\_\_\_, agree to contribute editorial advisement to the student if the work is accepted for publication. I understand that my name will be credited in the publication as the student's advisor. I understand that following any revisions the student is required to turn in a final copy of the paper to me for my approval. I understand that the student will not be able to have his or her paper published if I do not grant permission to do so.

Date \_\_\_\_\_