

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. Email final paper to dfick1@umbc.edu.

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.) 8-10 double-spaced pages (including endnotes, graphs, etc.) is a suggested length for the written product - one page per month of research conducted during the award year. Keep in mind that The *UMBC Review* expects 10-20 pages, and will not consider papers longer than 30 double-spaced pages.

For Artistic Exhibits and Performances:

- 1.) Artists are also responsible for submitting the information specified above.
- 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 (see faculty form)