



U.S. Department of Energy
Office of Science
Workforce Development for Teachers and Scientists
Summer Internships (SULI, CCI, FaST, PST)

Writing Your Paper

- When writing your paper, refer to the sample paper and the Writing Style Guide for formatting questions.
- These guidelines should be followed when writing a paper as required by your laboratory. Your paper, along with your abstract, may be considered for publication in the *Journal of Undergraduate Research*.
- Papers must be submitted in **Word Document format only** – no pdfs - with one inch margins and using 12 pt Times New Roman Font. For a paper to be considered for publication in the DOE Journal, the paper must be approximately 7-10 pages, not including the title page, abstract, figures, tables, acknowledgements, and references. Please double-space the paper and single-space the abstract.
- If selected for publication in the Journal, you will need to follow the additional guidelines given at the end of this document.
- An electronic copy of your paper must be submitted to the DOE online via the EduLink website, and you should also submit a file and a hard copy to your mentor and your laboratory education program manager before the end of your internship.

Note: If your research is deemed proprietary or classified, do not submit via EduLink: submit it to your Lab Ed director only.

- For examples of previously published papers login to your EduLink account. The examples are listed under **Key Resources**. You can also view past journals on the WDTS web site, <http://www.scied.science.doe.gov/scied/JUR.html>.
- **Note for FaST students:** We do accept jointly authored papers for publication.



U.S. Department of Energy
Office of Science
Workforce Development for Teachers and Scientists
Summer Internships (SULI, CCI, FaST, PST)

Required Research Paper Sections, in the following order:

1. TITLE PAGE

This must list your name, laboratory, internship program, date, college or university, and mentor. See the sample title page for the correct format.

2. ABSTRACT

Follow the abstract guidelines.

Please type the appropriate heading above the following sections, without numbering, as shown in the example paper.

3. INTRODUCTION

The Introduction provides a rationale for your study, clearly states the nature and scope of the problem investigated, and introduces the study by providing background information and reviewing relevant literature.

4. MATERIALS AND METHODS

This section presents the materials and procedures used to conduct your research. A numbered list of steps is not appropriate. Instead, describe the research that was conducted, the equipment that was used, and the procedures that were followed.

5. RESULTS

This section presents your data in an organized, succinct fashion. Whenever appropriate, create tables and figures that illustrate the data. Do not interpret the results in this section; just describe the findings.

6. DISCUSSION/CONCLUSION

This section describes your interpretation of the research results and relates the results to the original purpose of the study. Compare your findings with other existing research, and discuss whether your findings agree with other researchers' results and interpretations. Because conclusions are drawn from findings presented in the Results section, you should refer to the specific data that support your conclusions. Also include plans for further research that directly relate to your work.

7. ACKNOWLEDGMENTS

In this paragraph, mention where and when the research was accomplished and acknowledge the people who provided major assistance with your work including your co-authors. Include a thank you to the U.S. Department of Energy and your host laboratory for creating, organizing, and funding the program. Also, if your internship has been partially sponsored by the National Science Foundation (NSF), thank the NSF for their help in the funding the program.

8. REFERENCES

When information or an idea is taken from another source or referred to directly or indirectly, it must be cited in the text and the origin of the information listed in this section. References must be in the format listed in the *Journal of Undergraduate Research* Writing Style Guide.

When citing in the paper, refer to all tables as “Tables” and to all graphs, photographs, or other illustrations as “Figures.” At the bottom of each figure or table include a complete but concise caption of the data including any relevant statistical information

IF YOUR PAPER IS SELECTED FOR PUBLICATION IN THE JOURNAL OF UNDERGRADUATE RESEARCH

We only publish clean and thoroughly edited papers. The Journal is printed in late spring/ early summer. Thus, students and mentors must be willing and available for questions and edits throughout the following school year.

If and when you receive official notification from DOE that your paper has been accepted for publication, first proofread your paper once again, with a copy of the *Journal of Undergraduate Research* Writing Style Guide nearby. Especially check the References. A well-edited paper will expedite the process.

Then prepare an electronic package as described below. You will be notified regarding future steps.

- We will need the paper text, with all images, in one file. Please place your images in the text rather than at the end.
 - Name the file with your last name, “paper,” and the date (for example, **Smith paper 09 12 09.doc**)
- We will also need the individual image files, in their original formats which allow for editing (MUST be in separate, individual files).
 - Acceptable image file formats include .pdf, .xls, eps, .ppt.
 - Name your image files with your last name, table or figure with number, and the date (for example, **Smith table 2 11 22 09.xls** or **Jones figure 3 03 27 09.pdf**).