

Final Report Writing Requirements

SURF final reports should be clear, concise, and written for a broad scientific audience. Papers should be written in the style and format of the *Journal of Biological Chemistry* or other suitable journal your mentor considers appropriate. It is suggested that you find a *Journal of Biological Chemistry* article from your field after which to model your paper. Please refer to following site for assistance:

[http://www.jbc.org/misc/ifora.shtml# Organization of the Manuscript](http://www.jbc.org/misc/ifora.shtml# Organization_of_the_Manuscript)

As in any scientific journal, use clear, significant words when writing your paper, but also use fewer words if you can; a concise paper is always better than a wordy one. Don't forget it is often useful for authors to have students in other disciplines read their papers to improve clarity. Mentors are also encouraged to edit their students' papers.

The Final Report Format:

■ Title

■ Author

■ Faculty Mentor

■ Summary

- should succinctly and clearly describe the major findings reported in the manuscript
- must not exceed 250 words nor contain abbreviations or specialized terms
- should be understandable in itself, since it is frequently used as an abstract

■ Introduction

- presents the purpose of the studies reported and their relationship to earlier work in the field
- should not be an extensive review of the literature nor, in general, exceed one typed page

■ Experimental Procedures

- brief but sufficiently complete to permit a qualified reader to repeat the experiments reported
- only truly new procedures should be described in detail
- cite previously published procedures in References
- modifications of previously published procedures not given in detail except when necessary to repeat the work

■ Results

- presented in figures and tables
- some results not requiring documentation given solely in the text
- extensive discussion not in Results section

■ Discussion

- concise (usually less than two typed pages)
- focused on the interpretation of the results rather than a repetition of the Results section
- can merged into one Results and Discussion section to strengthen arguments, if necessary

■ **Figures.** Include figures whenever possible to illustrate your points. Carefully choose your image size, font size, line widths, and labels to ensure that your figures are clear. Plot theory and experiment on the same graph and redraw screen photos. All figures should be accompanied by explanatory captions.

■ **References.** Authors are responsible for the accuracy of references. References should be numbered sequentially as they appear in the text and should be listed at the end of the paper. Reference numbers should be in parentheses when cited in the text; consult the *Journal of Biological Chemistry* for style.

■ **Acknowledgments.** Acknowledge your mentor and all other individuals who provided technical assistance, and the individuals, organizations, grants, or contracts from whom you received financial support. Named SURF students should be sure to include the names of their financial sponsors.