**Title**

<Make sure your title is descriptive, and describes what you studied, but also be sure it is not too long or wordy.>

You R. Names

*Division of Science & Environmental Policy, California State University Monterey Bay, Seaside, CA, USA.*

<Delete all RED and BLUE text, and insert your text under the appropriate sections. Use the font and size already in the section, but make the color BLACK. Follow all the instructions in this template. Follow all the citation guidelines from the previous assignments and the example in the Works Cited Section. Submit a PDF (.pdf) file to the drop box with the document title “GroupName\_LastName\_LastName\_LastName\_LastName”.>

**Abstract**

<Use this font for your abstract (one font size smaller than text). Summarize the document. Don’t write anything that is not in the document. Use one sentence per section, two if absolutely necessary, in the same order as the sections. Write this part LAST; be punchy and succinct. DO NOT cite sources in your Abstract.>

**Introduction**

<Assume that your reader knows nothing about the treatments or environmental issues you will be writing about… **NOTHING**. Your introduction should give all necessary background about the treatments and environmental issues you will be writing about. It should be specific and include all necessary background information about the subject matter. CITE appropriate sources for ALL your background information. Make the reader understand why this is important, and why they should care about your study. Include a statement of the water treatments you will be working with during your analysis. Include a general statement of what was done to study them; this is a VERY BROAD explanation of what you did without details. Think of this section as an inverted pyramid of information, starting off general and becoming more specific as you go.>

**Methods**

<Give a detailed description of what **you** did and how **you** did it; be specific. Tell the reader how you got your data, what methods were used to collect the data, what analysis you did, and how you did your analysis. The reader should be able to duplicate all procedures based on what you write in this section and get the same results.>

<There are NO Results, Discussions, or Conclusions in this section. Only what you did; not what you found or what you think about what you found. This tends to be a very descriptive but boring section.>

**Results**

<Give the reader all of your results. Tell them what you found in the form of numbers. Tell the reader the findings from your statistical analysis. Do not talk about what you did; you already talked about that in the last section. Do not tell the reader your thoughts about your results; those are in the next sections. Tell the reader the results of your study and that is all. This is often a very bland section with many repeating sentences and a lot of numbers… but no discussion about them!!!>

<Include a table of your findings in this section. A table is a logical, **numeric** summary of your **important** results. A reader should be able to look at your table and obtain the same information they would get if they read your results section. Your table should include: Averages, Standard Deviations, and Ranges of the data. It is NOT a table of all of the data, but rather a table of the summary of your data. Make sure to reference the table in your text (Table #) and include a caption describing what the table is about above the table. Try to have the table on the same page that it is referenced in your text.>

<Here is how: Insert a “Text Box” into your document. Stretch the borders to the margins of your document. Select the text box and under “Format” > “Wrap Text”, select “Top and Bottom”. “Copy” your table from Excel, “Paste” it as a picture into the text box, and “Center” the image. DO NOT stretch or adjust the image once it has been pasted into the text box. If the image requires adjustment, delete the image, adjust it in Excel and repeat the process. Add a caption to the text box **above** the image beginning with “Table #.”, and left justify the caption. The caption should be one font size smaller than the rest of your text, and **bolded**. Right click the text box and under “Format Shape” > “Line Color”, select “No Line”.>

<Include a graph of your findings in this section. A graph is a logical, **visual** summary of your **important** results. A reader should be able to look at your graph and obtain the same information they would get if they read your results section. Include “Error Bars” based on the “Standard Deviation” of your data in your graph. Make sure to reference the graph in your text (Figure #) and include a caption describing what the figure is about below the figure. Try to have the graph on the same page that it is referenced in your text.>

<Here is how: Insert a “Text Box” into your document. Stretch the borders to the margins of your document. Select the text box and under “Format” > “Wrap Text”, select “Top and Bottom”. “Copy” your graph from Excel, “Paste” it as a picture into the text box, and “Center” the image. DO NOT stretch or adjust the image once it has been pasted into the text box. If the image requires adjustment, delete the image, adjust it in Excel and repeat the process. Add a caption to the text box **below** the image beginning with “Figure #.”, and left justify the caption. The caption should be one font size smaller than the rest of your text, and **bolded**. Right click the text box and under “Format Shape” > “Line Color”, select “No Line”.>

**Discussion**

<What do your results mean? Without restating your results, interpret them for the reader. Bring the reader full circle back to your Introduction by tying your results and interpretations back to why this is important, why they should care, and what your results mean in the context of this discussion.>

<Include supplemental tables or graphs to help the reader understand your interpretations using the above protocols if they are pertinent or germane to your discussion.>

**Conclusion**

<Briefly make some concrete statements about what you think about what you have discovered. What does it mean for the future? How do you think things could be changed to help the situation? Have an opinion, tell the reader what you think about the species or situation.>

<Include statements of what you would do differently next time, what possible sources of error in your study might be (assumptions?), and what future research might be helpful to further understand the situation.>

**References**

<You are required to have a minimum of **four** (4) citations in your paper. **Two** (2) of these need to be peer-reviewed literature. You may use as many non-peer reviewed, popular, or internet sources as you wish, but you must follow the above requirement for full credit. For each reference you use in your paper include a correct SEP citation, and a live hyperlink. See the “SEP Citation Guidelines” and the “CSUMB\_SEP\_Writing\_Guidelines” instructions on the iLearn page if you have questions on how to do ANY of this.>

***Standard Journal Article General Format:***

Author(s). Year. Article title. Journal title volume number (issue number):inclusive pages.

*Form of this citation within the text:* (Author Year), (Author and Author Year), or (Author et al. Year)

*Examples:*

Iampietro PJ, Kvitek RG, Morris E. 2005. Recent advances in automated genus-specific marine habitat mapping enabled by high-resolution multibeam bathymetry. Marine Technology Society 39(3):83-93.

Head WD, Zerbi A, Watanabe WO. 1996. Economic evaluation of commercial-scale saltwater pond production of Florida red tilapia in Puerto Rico. Journal of the World Aquaculture Society 27:275-289.

Wilcox C, Los Huertos M. 2005. A simple, rapid method for mapping bathymetry of small wetland basins. Journal of Hydrology 301:29-36.

***Organization as Author General Format:***

[CDFG] California Department of Fish and Game. 2002. Guidelines for evaluating marine protected areas. Journal of Fishery Science 25(2):100-122.

*Form of this citation within the text:* (CDFG 2002)

***Website as Author General Format:***

Author’s name (last name, first and any middle initials). Date of Internet Publication (if no date is given put [date unknown]). Document title [medium designator]. [date cited]; Volume (issue): Available from: (URL location).

**Appendices**

<You may include any additional information in appendices if you wish, but be sure to reference them in your text (Appendix A).>