



## Become Eligible for an STC Writing Award!

### What is STC?

STC is a professional association that advances the arts and sciences of technical communication. Its 25,000 worldwide members include technical writers, instructional designers, editors, graphic designers, multimedia artists, Web designers, translators, and others whose work involves making technical information understandable and available to those who need it.

STC membership provides opportunities for ongoing learning and professional networking. STC promotes the public welfare by educating members and industry about issues concerning technical communication.



### STC and CARSEF

Each year, the Phoenix Chapter of STC judges student project reports (also called "research papers"). We offer monetary awards for the top three reports in each division.

### Award Eligibility

To be eligible for an STC award, simply make sure that your project report is on your display table. Follow all CARSEF guidelines for the report.

### Judging Criteria

Reports are judged using the following criteria:

- Organization:** Does the report present information in logical order using a sensible progression of ideas?
- Clarity:** Is the writing clear, concise, and easy to understand?
- Relevance:** Does the report coordinate with the student's project and adequately explain it?
- Accuracy:** Does the report employ correct grammar, spelling, and punctuation?
- Appearance:** Is the report attractive, legible, and neat?

### Report Contents

The complete report typically includes the following elements:

- Title Page
- Table of Contents
- Introduction
- Method
- Discussion
- Conclusion
- Acknowledgements
- References/Bibliography

For report-writing guidelines, refer to section 3 ("Research Paper") of the **ISEF Handbook** at <http://www.sciserv.org/isef/document/> (the Document Library), and Discovery's **Soup to Nuts Handbook**, "Project Report" section at <http://school.discovery.com/sciencefaircentral>.

#### Report-Writing Tips

- ✓ Present information in tables, charts, illustrations, and bulleted lists, rather than just text. These treatments bring visual interest to your paper and help readers understand the information.
- ✓ Place illustrations in the body of the report, not at the end. Integrating illustrations with discussion allows readers to assimilate the information more fully.
- ✓ Avoid long sentences, especially run-on sentences that combine unrelated ideas.
- ✓ Avoid jargon.

#### Proofreading Tips

Watch carefully for

- ✓ Run-on sentences
- ✓ Sentence fragments
- ✓ Inconsistent use of terms
- ✓ Punctuation errors
- ✓ Subject-verb agreement
- ✓ Proper use of capitalization

*Carefully reading your paper aloud can help you identify errors!*