This information should be used to clarify some of the objectives of the rubric and used to help you organize your IA in a manner that is clear, sufficient, and efficient to the reader.

1. Requirements: You will be uploading a copy of your IA and a copy of the 4/ICCS form. I will let you know how/when I want these uploaded. They should be saves as follows (obviously using your name): Jennifer Tyler-Internal Assessment and Jennifer Tyler-Coversheet.Files may not exceed 50MB. Acceptable file types (.doc, .docx, .pdf.)
2. Format (please use IA template):
   * Arial font size 11 or 12
   * 1.5 or double-line spacing
   * Numbered pages
   * Portrait orientation
   * 6-12 pages in length
3. 100% of uploaded materials will be run through anti-plagiarism software.
4. Please hand in a copy of your IA along with a copy of the IA Criteria Rubric. The top portion of the coversheet from the rubric should be completed. DO NOT FILL IN MARKS. DO NOT STAPLE THE IA TO THE RUBRIC-instead please paper clip the rubric to your IA.
5. **References**: we will go over the format in class.
6. **Common questions, mistakes, concerns:**

* “I” should never be used when writing a scientific paper (you may use I in the personal engagement section).
* Use a consistent number of decimal places for all averaged or processed data. (Usually 2 decimal places is appropriate)-If your instrument only measures one decimal place, then everything should follow accordingly. If you your results include whole numbers and others have a decimal place it is best to indicate as such (ex. 17.1g and 23.0g)
* You should have error bars for every graph. (Error bars should be the SD, not Standard error).
* Were your results statistically significant or insignificant? Indicate this one way or another and explain.

1. **Reminder🡪** All figures (graphs, photos of experiments, etc.) and/or tables (raw data, processed data with averages and SD, etc) must have:

* A heading/title (Location: top of figure/table)
* Annotation (Location: below figure/table…you must describe what is indicated in the figure or table even though you are likely to repeat or refer to the figures/tables throughout the IA.
* UNITS (on the identified axis of graphs, in the columns and rows of a table, etc). PLEASE REMEMBER you must indicate you uncertainty in every figure/table and these uncertainties have units)
* Stated the precision of the instrument uncertainty in the heading, remember this has a unit. (Analogue ± half the smallest scale division, digital ± 1 in the least significant digit.)