



# UK Junior Water Prize

*2020 Report guidance*

CIWEM Water and Environmental Management

**CIWEM** Chartered Institution of  
Water and Environmental  
Management

**To give your entry the best chance of success follow this guidance on how to lay it out.**

The style for your competition report is probably most like reports you might have written in your science classes. This academic style might still be quite new to you, so we've put together some guidance to help you with writing up your project.

Your project might have originated from a class, after school club or otherwise joint, project. If that's the case, you will need to add an explanation of what has been done by whom over the course of the project. Within this show what you, or your team of two, contributed to the project and the final outcomes.

***CIWEM is the leading independent Chartered professional body for water and environmental professionals, promoting excellence within the sector.***



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## Report Formatting

- The paper must be written in English.
- The paper must be typed in 12-point Times New Roman and left aligned using 1.5 spacing and the following margins: 2cm on the top and the bottom, 1.5cm on sides.
- Together with figures, photographs, tables, and annexes, the paper must not exceed 20 pages of single-sided A4 size paper.
- All pages, except the title page, must be numbered at the bottom centre. The Title Page is not included in the 20-page limit, unlike any appendices which are.
- The paper must be submitted electronically as a PDF or Word document no bigger than 2MB.

## Report structure

**We strongly recommend that the report is divided in accordance with academic writing using the following structure.**

### 1) Title Page

You may design the title page of your paper as you wish, but it must contain the following information in an easily readable format:

- "Entry to the UK Junior Water Prize [year]"
- Report title
- Your name(s)
- Name of your school

### 2) Preliminary Matters

Preliminary Matters refers to the pages between the Title Page and the first page of your main paper. These pages should include the following items (preferably in the order given):

Abstract (No more than 150 words)

The abstract is a complete and concise summary of the research project and the findings. It should provide an interesting summary of the project and use language that appeals to a broad audience. The abstract should contain the following:

- One sentence statement of the objective of the study
- The research methodology used to arrive at the conclusions
- The results observed
- The conclusions of the study (including recommendations and suggestions)

A good tip is to write the abstract last so that it accurately reflects the content of your finished report.

### Table of Contents

The table of contents should list all the sections and subsections in the paper.

### Key Words

This list should contain words or short phrases that capture the main topics of your research.

### Abbreviations and Acronyms

This list should contain every abbreviation and acronym used in the paper.

### Acknowledgements

The acknowledgements section should be used to list and thank the people who helped you in your project. For the competition, it is important to clearly indicate how much external help you received.

### Short Biography

The biography should include information about you, including what your interests are, what you might like to study in future, etc.

## **3) Introduction**

This section sets out your project in broad details. Describe the water related problem you studied and why it is important.

Give your project context by detailing the most relevant scientific work done on your project topic by others. We don't expect a very detailed literature review, but you need to show that you understand the background of your project. (See References for advice on how to write in-text references to the work of others).

## **4) Materials and Methods**



In this section you need to detail the experimental procedures you used in your project - all methods and all materials.

For standard experiments it is not necessary to describe the processes in detail; it's enough to give a reference to the methods in a book. However, if non-standard methods were used, you must describe them in detail. If they are too lengthy, and disrupt the flow of your report, they can be placed in an Appendix at the end of your paper (see Appendices).

## 5) Results

In this section, you present all the results you obtained in your research. Present them either as tables or figures, along with an appropriate description. Choose whichever format you think is most suitable for the results you are presenting. If you analyse your results, present the results of this analysis in a separate table or figure.



## 6) Discussion



**This is an extremely important section which the judges pay close attention to,** so please plan it carefully.

You must discuss how the results are important to the water problem you were studying. For example,

- How novel they are?
- Do they show how recent technological innovations could be used?
- How do they relate to the results of others working on a similar project (are they the same, similar, or different? Why?)?
- Do they highlight a need for further research in any areas?

You should also discuss your results in the wider scientific and/or social context, for example, are your results useful to local or national government agencies? Are they relevant to local people? Explain your answers.

Of course, if your project is completely novel, then you may not be able to discuss your results in relation to the results of others. In such a case, you should discuss your results in the wider scientific and/or social context only. You may also wish to consider technological context.

## 7) Conclusions

Your conclusions should be short and to-the-point. As a guide, each conclusion should be no more than 1-3 short sentences. Please remember that this section is for your conclusions and not the place to discuss your results (that type of reflection belongs in Discussion).

## 8) References

The purpose of a reference is to allow other people reading your report to find and read the literature you have used in your research.

If you are familiar with the "Harvard" system, then you may use it. Otherwise, we recommend you use this simpler method: in the text, give references as numbers in square brackets. For example:

"Smith [1] found that ..., but other workers have found the opposite [2, 3]."



If you find it easier to complete your referencing using end notes this is also an acceptable way to reference and may save you time.

Immediately after the Conclusions section you must list in detail all the in-text references you have made. The list is numerical, using the numbers you used in the text. So, in the above example, the first reference is to Smith.

How you present this reference depends on the type of publication.

#### Book:

Surname, Initials (Year) Title of Book. Publisher's Name, City and Country (or State if the USA) of publication.

[1] Smith, L et al. (2015) *Catchment and River Basin Management*. Routledge, Oxford, England.

#### Book Chapter:

Surname, Initials (Year). Title of chapter, In Title of book (ed. [which means edited by] Initials and Name of all the editors), first and last page numbers of the chapter. Publisher's name, City and Country/State of publication.

[2] Helm, D (2015). *Facing up to the challenges*, In *Natural Capital Valuing the Planet*, 19-36. Yale University Press, England.

#### Journal or Paper:

Surname, Initials (Year). Paper Title. Full Name of Journal Volume Number, First and Last Page Numbers of the Paper.

[3] Stovin, V (2010). *The potential of green roofs to manage Urban Stormwater*. *Water and Environment Journal* 24, 192-199.

#### Newspaper or Magazine Report:

Title of article, newspaper or magazine name (city, country published), date, page number.

[4] "Our rivers are polluted", *Daily Express* (London, England), 5 June 2003, p. 6.

#### Non-English References:

Simply give the translation in English with the original language given at the very end in round brackets - for example:

[5] *Chinese Academy of Engineering* (2002). *Design Manual for Wastewater Treatment*. Chinese Academy of Engineering, Beijing (in Chinese).

#### Websites:

When referencing a website, include the author (if any), title of the site, URL, date accessed, and any other identifying information.

[6] *Library of Congress Home Page*. <http://lcweb.loc.gov> (accessed Dec 2005).

## 9) Bibliography

In addition to the list of specific references, you may (if necessary) give a list of books and other sources of information that you consulted generally but have not provided as in-text references. This list is called a Bibliography, and it follows immediately after References. The items in your Bibliography list are referenced in the same way as described above and presented in alphabetical order.

## 10) Appendices

Use appendices only if necessary, for example, to detail non-standard methods of analysis or to give detailed results if you have only summarised them in the Discussion section.

You should number your appendices in numerical order using roman numerals, as follows:

Appendix I.

Appendix II.

For the purposes of the competition, appendices are included within your 20-page limit.



**When you read it all at once this guidance can feel a bit complicated. Once you've read it through once, try referring to it as you write each section. Then before you submit your entry just double check you've met it all.**

**If there is anything in this report guidance that you don't understand, ask your teacher or contact CIWEM for help. Your written report could easily be considered university level work, so don't be afraid to ask! When you submit your report it will be checked against this guidance and we'll let you know if there is anything you need to change.**

**If you'd like to discuss the competition or your entry please contact Vicky Harris, CIWEM Publications Manager on [victoria.harris@ciwem.org](mailto:victoria.harris@ciwem.org).**

**Good luck!**

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