Instructions for Using the MS Word 2010 IQP Template

One Example: Modify for Your Own Project

This template is one example of an IQP project report template using MS Word 2010 styles. Learn more about styles at the Academic Technology Center’s Learning with Technology Collaboratory at http://www.wpi.edu/Academics/ATC/Collaboratory/Learning.

For this example all body text paragraphs in this paper are formatted in the “Normal” style with the following settings: Calibri 12 point font size, left aligned, single line spacing, widow/orphan control in place, and 12 point space below each paragraph. It is important to apply this style format to all body text in the paper so as to create a consistent look and feel for your document. It is easy to change the formatting for a style and apply the changes to all body text with that style applied.
Formatting Your Document in Microsoft Word

Special page numbering and breaks are inserted in this template to help you fill in the content of your paper. The orange dotted lines represent a Next Page Section Break. A section break is needed in order to apply changes in formatting such as page numbering, margins, and orientation.
View Microsoft online help to learn how to best utilize the following:

- Style Basics in Word 2010
- Page & Section Breaks
- Headers/Footer & Page Numbers

Or contact the ATC Technology for Teaching and Learning group for additional help at atc-ttl@wpi.edu.
Citing Sources: Best Practices

If using APA 7th citation style, which many IQP projects teams do, use the author and date within parenthesis, with the period to follow (Kelly, 2008) when citing within the text of your paper. Use “et al” for others if you have more than one author (Frey et al., 2006). No personal communication should be included within your reference list, such as citation for email or in-person interviews. Parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication with in your main text only. Frey found that water and sanitation were a serious problem in the region (T. Frey, personal communication, January 24, 2011).

Many students choose you use RefWorks or EndNoteWeb to manage citations, see libguides.wpi.edu/citesources for more information. See also the reference list at the end for an example on how to cite a past IQP project report, as well as other examples.

Check with the library staff or Writing Center if you need assistance with citation management or writing your project report.