

Guidelines for Final Reports for QEP Projects

One of the objectives of the Quality Enhancement Plan is to disseminate information on the results of the individual projects. The annual QEP Symposium is one avenue for this dissemination process. Another avenue will be the Final Report, which will describe the results of the projects in scholarly and professional format.

Authors should use a publication style standard appropriate to their discipline (i.e. APA, MLA, or similar). Authors should clearly note the editorial style used in the document.

Final Reports should not exceed 15 pages of text plus an appropriate title page, acknowledgement page, abstract page, references, and essential appendices.

The title page should include the original project title, the names of all authors in an appropriate order, and date of preparation.

Acknowledgements should be limited to one page.

The abstract should not exceed 120 words and should briefly summarize the purpose of the project and the results.

The main text should include at least the following headings. Additional headings or sub-headings may be used as necessary to improve clarity.

Project Overview [summary of project rationale, description, and assessment plan]

Project Results and Interpretation [summary of outcomes, critical data, and a discussion of implications and/or what was learned]

Dissemination and Institutionalization [evidence of appropriate dissemination of project results and interpretation, discussion of how the project is (or is not) being institutionalized]

Conclusion [a broad summary of what was learned, what additional work might be appropriate, recommendations for further research or practical application]

Citations and a list of any references should comply with the appropriate publication style.

Appendices should be limited only to essential documents and should be formatted in compliance with the appropriate publication style.

Final Reports should be submitted in electronic format (preferably MS Word or PDF). Submit Final Reports to Mrs. Mary Hallford, CUTLA Administrative Specialist by email attachment to mhallfor@uwf.edu.

Final Reports will be posted at the QEP website and made available to the broader higher education community so it is essential that all documents submitted be clean and error free and represent appropriate scholarly and professional work.

Final Reports will be requested one year after the award of funding for a QEP project.

While the Final Reports are intended to document UWF's Quality Enhancement Plan project results, authors are encouraged to edit the documents for submission to professional and scholarly journals in either an appropriate discipline or in the scholarship of teaching and learning. See the CUTLA page on [Scholarship of Teaching and Learning \(SoTL\)](#) for a list of potential publication outlets. Authors should be mindful of any publication restrictions or copyright issues related to such submission. If a publisher requires that the original Final Report be removed from the web site, the original report document may be replaced with a citation of the publication and (if available) a link to the journal itself.