

University of Hawaii Marine Option Program Skill Project Proposal Guidelines

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What is a Proposal?

This is your plan for your project. Each project, and therefore, each proposal is unique. Proposal writing is one of the transferable skills that you will acquire in the course of your project—this skill will have numerous applications in your academic life and career.

How do I write a Proposal?

This will require you to gather information about your project by reading, talking to experts, and thinking about your project.

After you have an initial amount of information, you need to organize it. A proposal has these basic components:

**TITLE PAGE—INTRODUCTION—METHODS & MATERIALS
DESCRIPTION OF FINAL REPORT—REFERENCES—BUDGET--RESUME**

Start by writing a **topic outline**, using this framework. Highlight the **key ideas** for each section. Then flesh out the outline by expanding to topic sentences, and finally, go back through writing complete paragraphs.

Title Page

Give the title of your project, the name(s) of the principle student(s) involved in the project with their campus name, the name(s) of project advisor(s) with affiliation, date proposal is being submitted, dates of project duration, date you expect to submit final report, the course and/or program to which the final report will be submitted.

Introduction

This section starts off with a general description of the scope of your project. What are your learning objectives—what do you want to get out of this project? What is the significance of your project? Why is it worth doing? What is already known about the subject matter of your project—cite at least three literature references. It may also be appropriate to interview people with special expertise related to the subject matter of your project—faculty, kupuna, resource managers, video production specialists, etc. One or two such experts should be identified as your project advisors or mentors. This section will evolve into the introduction to your final report.

Methods and Materials

How do you plan to go about accomplishing the project and achieving the objectives you have set out? What activities will be involved? If standard scientific practices will be carried out, cite literature references. If you are doing an internship, what activities will you be participating in and what skills might you acquire? What is the timetable for carrying out the key parts of your project? Be sure to schedule periodic progress reports (written and/or oral) to MOP and your mentor(s). What resources will you need to carry out the project—facilities, supplies, specimens, computers, plane tickets, etc. Justify the major items in the budget (last section). Also estimate the resource of your time (it is valuable too!). This could be incorporated into your timetable.

Description of Final Report

What will be the content of your final report? What will its format be? You may analyze data or you may describe how you learned to collect the data. It may be written or oral (we encourage you to make a presentation at the annual MOP Student Skill Project Symposium). Other formats might include a slide show, a poster, a video, a piece of art work, or a performance. At a minimum, each project must have an abstract summarizing your accomplishments and a statement in which you evaluate what you learned by finishing the project (both content-related and “transferable skills” such as proposal writing, time management, budget preparation, teamwork, problem solving, word processing, etc.)

References

List the literature and people you used to document your proposal; you should cite a minimum of three references. See the examples of proper reference styles below.

Budget

Most projects require special resources: salaries, stipends, travel costs, supplies, printing, equipment rental, etc. Identify what you think you need to accomplish your goals. Contact vendors to get current prices. Identify costs that your advisor or other source has committed to cover. List items in a table format, aligning decimal points.

Resume

Prepare a summary of your personal information and background, including how you are qualified to undertake this project.

The project is a three-way agreement among you, your advisor, and MOP. All must agree to the proposal. Once agreed upon, the proposal serves as a road map for your project. The timetable has checkpoints along the way. During periodic monitoring we can see how well things are going for you. If it turns out the project is not working out as planned, we can sit down together and redirect it to get the most out of the new circumstances. At the end we can discuss what you have accomplished and evaluate together what you have learned.

Helpful Hints:

General:

Paginate

The first page after the title page through the last page before the introduction are assigned lower case Roman Numerals: i, ii, iii, iv, v, vi, vii, viii, ix, x, etc.

It is often most convenient to type the page number centered, at the bottom of the page. This avoids losing the page number when stapling or binding or when using double-sided photocopies.

Scientific names of genus and species should be italicized or underlined.

Be sure your subjects and verbs agree in number (single noun with single verb, plural noun with plural verb etc.). Note that “data” is a plural noun!

CHECK YOUR SPELLING AND GRAMMAR. However, be sure to use the correct word (right/write; sight/site/cite, etc.)

Use headings to show your reader the main sections of your paper.

Number, data, and time abbreviations:

1. Spell out numbers one through ten, except when used with a unit of measure. Use figures for 11 through 999,999. For numbers over six figures, the style is: 1 million, 2 billion, 1.8 million, but 1,827,346.
2. December 2008 (no comma), 25 December 2008, or August 21, 2008.
3. Dollars and cents: \$6 (not six dollars), \$6 million, 25 cents, half a million dollars.

4. Spell out pounds, percents, liters, hours, minutes, and seconds in text. In tables and within parentheses, use lb., %, hr, min, sec.
5. Use degree symbol for temperature: 60°C (140°F).
6. 10 a.m., 10:30 p.m., (not 10:00 a.m.), in the 24-hour system, 3 p.m. becomes 1500h.

Periods and Abbreviations

1. No periods in UH, NOAA, CNS, DC. Use UH and US when they modify, but spell them out when they stand alone: UH research vessels, the fishing industry of the United States.
2. When using a name you wish to abbreviate, such as College of Natural Sciences (CNS), spell it out completely the first time it appears in the text, followed by the abbreviation in parentheses.

Capitalization

1. For most titles, capitalize only when they appear before the person's name: State Representative Cynthia Thielen (but Gary Hooser, the senator from Kauai)
2. Use West coast for the region, but west coast when you're talking about the shoreline. Similarly, Northeast refers to the region; northeast, to a point of the compass.
3. "The" is sometimes part of a full, correct name: The Junction, The Country Meeting, The Bistro.
4. State of Hawaii, Department of Business, Economic Development and Tourism (full names), but state, federal, county.
5. Advisory Services when referring to the organization; advisory services when you mean function.

Punctuation

1. Use final comma in a series: Maui, Kauai, and Hawaii.
2. In a quotation, put periods and commas within the quotation marks.
3. When in doubt, do not hyphenate compound words: biweekly, nonviolent, saltwater, socioeconomic, overproduction, seawall, antisocial. Use Webster's Third International Dictionary to be sure about others. The hyphen is used in constructions

like there: Three-mile hike, 30-car train. It is also used to avoid confusion in words like re-form (meaning to form again, instead of reform as in rehabilitate.)

4. A dash is actually made up of two typed hyphens, with no spaces before or after: Opponents—environmentalists and others—aren't sure offshore leasing is ecologically safe.
5. No apostrophe in 1990s, MNCs, but Ph. D.'s, x's and y's, S's, A's, I's.

Other Tips

1. Avoid and/or if at all possible. Use one or the other.
2. That/which. That is preferred in restrictive clauses: The university that he admires most is Harvard. In non-restrictive clauses, which is mandatory: Harvard, which is not his alma mater, is first in his affections.
3. To keep the time frame used accurate, use "since 2005" or "from 2005 to 2010," not "in the past five years."

STYLE AND ORGANIZATION

Express yourself as simply as possible and avoid using too many specialized terms. Your paper should be readable by your classmates who may come from any field of study on campus and lack the specialized background you acquired during your study.

Everyone approaches writing in a different manner. One useful technique is to begin with a brief topic outline, using the headings suggested above. Sketch out a few thoughts or keywords within each topic. Next flesh out these sketches with a sentence outline. Follow this with a series of topic sentences—one for each paragraph. At each step, review your outline to be sure that it is inclusive and that the development of your argument or the flow of your thought progresses reasonably from one part to the next. Once satisfied with your topic sentences, each can be developed into a paragraph. At the end some of them might be incorporated into the abstract. Get others to read your paper and give you feedback. Is it clear to them? Did they get the major points of your project?

If you need additional assistance, contact one of your instructors, or the Writing Workshop (English Dept., 956-7619).

CITING REFERENCES

The most commonly used writing style guides are APA, CSE, and MLA—choose a style and be consistent.

www.hawaii.edu/emailref/instruction/guides/apastyle.pdf

www.hawaii.edu/sciref/instruction/survival_guide_citing_sources_CSE.pdf

www.hawaii.edu/emailref/instruction/guides/mlastyle.pdf

Here are examples for citations from various sources using a modified APA style:

Journal

Arthur, K.E., G.H. Balazs. (2008). A comparison of immature green turtle (*Chelonia mydas*) diets among seven sites in the main Hawaiian islands. *Pacific Science*, Vol. 62(2):205-217.

Note: capitalize authors' names, followed by year of publication; in article title, only first word and, where applicable, proper names are capitalized; journal name underlined or italicized—either use recognized abbreviation or completely spell out. In the text of your paper this would be cited as (Grill and Richards, 1994); if you wish to identify a single page from the article where a particular piece of information occurs, use (Arthur and Balazs, 2008:213); if there were three or more authors for this article, the citation would be (Arthur, et al., 2008)

Book

Harman, H.H. 1997. *Modern factor analysis*. University of Chicago Press, Chicago. 415 pages.

Paper in a symposium volume

Johannes, R. E. 1974. Sources of nutritional energy for reef corals. *Proceedings of the 2nd International Coral Reef Symposium*. Brisbane, Australia.

Brues, A.M. and G.A. Sacher. 1982. Analysis of mammalian radiation injury and lethality. Pages 441-465 in J.J. Nickson, ed. *Proceedings of the Symposium on Radiology*. Wiley, New York.

As an option, you may follow the Proceedings title with the name of the city where the symposium was held, along with the dates, all enclosed in parentheses. Frequently the publication date is one or more years after the meeting, and this information helps the reader put things into correct chronological perspective.

If there are two or more editors, the abbreviation is eds (no period); if this were just an edited book and not papers from a meeting, the title would not be underlined.

Guide for Citing Electronic Information

(Information taken from Sarah Byrd Askew Library)

- The goal of a citation is to allow the information to be retrieved again. With this in mind, check to make sure that the information you provide will allow your reader to retrieve the material you cite.
- Electronic information **MUST** be evaluated. Confirm the authority, accuracy, and currency of the material you find online. **DON'T USE WIKIPEDIA AS A CITATION!**
- Punctuation and capitalization of the “electronic address” of the resource should appear exactly as it is used in the database.

Basic format:

(references section)

Author's Lastname, First initial. (date of publication or “NO DATE” if unavailable). Title of article or section used. Title of complete work. [Form, such as HTTP, CD-ROM, E-MAIL]. Available: complete URL [date of access].

Online Journal Article:

Hoover, D.J. and F.T. Mackenzie. 2009. Fluvial Fluxes of Water, Suspended Particulate Matter, and Nutrients and Potential Impacts on Tropical Coastal Water Biogeochemistry: Oahu, Hawaii. Aquatic Geochemistry.

<http://www.springerlink.com/content/d03764301011541g/fulltext.pdf>

Online Magazine Article:

(from ProQuest Direct)

Paul, A. (1998, Nov. 23). Is this the face of Russia's future. Fortune [Online]. Available: ProQuest Direct [1999, Jan. 12].

Online Newspaper Article:

(from The Record Online)

Slater, E. 1999, Jan. 5). Ex-wrestler sworn as governor. The Record Online [Online]. Available: <http://www.bergen.com/news/jesse05199901058.htm> [1999, Jan. 5].

(from The Washington Post)

Pressley, S. (1999, Jan. 6). Miami's Cubans find good in easing of restrictions. The Washington Post [Online]. Available: <http://www.washingtonpost.com/wp-srv/inatl/longterm/cuba/cuba.htm> [1999, Jan. 6].

Online Reference Book:

(from Elements of Style Online)

Strunk, W. (1918; 1995, May). The elements of style [Online]. Bartleby Library. Available: <http://www.columbia.edu/acis/bartleby/strunk/> [1999, Jan. 5].

Web Sites:

NAACP (1998, Dec. 10). NAACP image awards: 30 years of celebrating & 90 years of courage [Online]. Available: http://www.naacp.org/image_awards/ [1999, Jan. 5].

E-mail:

Carrol, Roger (carrolr@parsec.columbia.edu). (2009, May 10) Re: distance learning. E-mail to Karen Burghoff (burghoff@hotmail.com).

Here's an example of using citations in an introduction:

INTRODUCTION

Coral reef ecosystems are facing overexploitation and severe depletion on a global scale (Jackson et al. 2001, Bellwood et al. 2004, Pandolfi et al. 2005). Although pollution, coastal development, invasive species, and global climate change all impact coral reefs, fishing exerts the most direct and pervasive influence on these and other marine ecosystems (Jennings and Kaiser 1998, Jackson et al. 2001). Fishing down of marine food webs has been occurring for more than a century and this has led to large-scale changes throughout the world's oceans (Pauly et al. 1998, Pauly et al. 2001). The most dramatic decline has been the loss of large apex predators (Myers and Worm 2003, 2005) and the progressive shift toward harvest of lower trophic groups that has led to large changes to coral reef ecosystems worldwide (Jennings and Polunin 1996, Russ and Alcala 1996, Beets 1997, Ault et al. 1998).

From: Friedlander, A. M., E.K. Brown, and M. Monaco. 2007. Coupling ecology and GIS to evaluate efficacy of marine protected areas in Hawaii. *Ecol. Appl.* 17(3): 715-730.