# IMPact Journal: UROS Special Edition Paper Guidance

This document provides guidance notes to help you write your IMPact Journal UROS special edition paper.

When drafting your paper please **use the blank IMPact template** provided. **Ensure that you use the headings, font, font size and line spacing specified.**

Please ensure you proof-read your work to make sure that it is written and formatted correctly and conforms with guidance. You can refer to the most recent editions of the [IMPact e-journal](https://lalt.lincoln.ac.uk/impact-e-journal/volumes/) for examples.

We understand that due to certain reasons, for example being part of a larger project, certain research data can be sensitive and unsuitable to publish in this paper. For this reason we **provide two templates**. Those who can publish results should use the **FULL RESULTS guidance**, those who can only provide a short statement should use the **LIMITED RESULTS guidance**, which places more emphasis on a discussion regarding the UROS research experience, than the results.

Your paper should be checked and approved by your supervisor before submission.

The first draft of your paper should be saved as an MS Word file (to enable editing) and **submitted by email to** [**uros@lincoln.ac.uk**](mailto:uros@lincoln.ac.uk) by the given deadline date.

Once submitted, your paper will be reviewed and returned with comments for you to consider and reflect on. You will then need to make any necessary amendments and submit a final draft for publication. The feedback is intended to be supportive and constructive. This process ensures that your published paper is of a high standard and will prepare you for future submissions to other journals.

[FULL RESULTS guidance](#_FULL_RESULTS:_IMPact)

[LIMITED RESULTS guidance](#_LIMITED_RESULTS:_IMPact)

# FULL RESULTS: IMPact paper guidance

## Word count guide

|  |  |
| --- | --- |
| **Full results template** | |
| Section | Word count (approx.) |
| Abstract | 150 |
| Keywords | 5 |
| Introduction | 150 |
| Project Background | 250 |
| Literature Review | 300 |
| Methodology | 300 |
| Results | 450 |
| UROS Experience | 250 |
| Conclusion | 150 |
| References | Does not count towards the 2000-word limit |
| **Total Word Count** | **2000** |

Please note that while the above word counts should be followed, they are approximate and should be used as a guide to help ensure that your paper is appropriately balanced. **The paper should not exceed 2,000 words.**

## **Headings**

Title (Author/s and Role)

Abstract

Keywords

Introduction

Project Background

Literature Review

Methodology

Results

UROS Experience

Conclusion

References

## **Title (author/s and role) guidance notes**

Your title should be as should be as succinct as possible, ideally up to eight words. If your project title is longer than this, consider if it can be shortened.  
  
Student researcher name(s), and if appropriate supervisor names should be at the top of the paper. Underneath the names should be the student researcher’s year of study and programme title, academic supervisors job title, and the School and College name.

### Style guide:

**Title**  
Font: Arial   
Size: 14  
Format: Bold font, aligned to the left

**Authors name(s)**  
Font: Arial   
Size: 12  
Format: Bold font, aligned to the left

**Role**

Font: Arial   
Size: 12  
Format: Aligned to the left

### *Example:*

**UROS research project title name**

**Student researcher1 and Academic Supervisor2**

1Year 2, BSc (Hons) Psychology undergraduate student

2Senior Lecturer in Psychology

School of Psychology and Sport Science, College of Health and Science

*Example:* See Adam Lear’s paper in UROS IMPact Journal Vol. 8 Issue 2. [IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/04/Adam-Lear.pdf)

## **Abstract and keywords guidance notes – 150 words**

## The abstract should be a short summary of your paper and research with some key findings.

Keywords are words that capture the essence of your scholarly research notice.  They make your research notice searchable. Therefore, it is important to include the most relevant keywords that will help indexers and search engines find your research notice.  Keywords should ideally be 4-5 keywords words and phrases that suggest what the topic/discipline is about.

## Style guide: **Abstract** Font: Arial Size: 12 Format: Single spacing. Italics/ Offset from centre

**Keywords**  
Font: Arial   
Size: 12  
Format: Single spacing. Italics/ Offset from centre

*Example:* See Alice Lawrence’s paper in UROS IMPact Journal Vol. 8 Issue 2.

[IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/02/Alice-Lawrence-Complete-21.01.25.pdf)

## **Introduction guidance notes – 150 words**

The introduction tells readers about your UROS project and set the stage for your analysis.

### Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

*Example:* See Alice Lawrence’s paper in UROS IMPact Journal Vol. 8 Issue 2.

[IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/02/Alice-Lawrence-Complete-21.01.25.pdf)

## **Project Background guidance notes: 250 words**

The background should tell readers the reasons you wanted to conduct this research. Why this topic/ area; Why this research is of interest? You can refer to where this relates to your studies/ interest. The background should also set the scene/context about the aims and direction of your research.

### Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

*Example:* See Alice Lawrence’s paper in UROS IMPact Journal Vol. 8 Issue 2.

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## **Literature Review guidance notes: 300 words**

Outline relevant literature/ data on your topic- links with setting the scene and presenting a picture of the topic/ issue. What do other studies on your topic say- themes?

Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

*Example:* See Alice Lawrence’s paper in UROS IMPact Journal Vol. 8 Issue 2.

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## **Methodology guidance notes: 300 words**

Describe your goals as the researcher and the methods/procedures you used. You can refer to links in literature to support this.

Style guide:

Font: Arial   
Size: 12  
Header: Bold  
Format: Single spacing, aligned to the left underneath heading

*Example:* See Alice Lawrence’s paper in UROS IMPact Journal Vol. 8 Issue 2.

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## **Results guidance notes: 450 words**

**If you are unable to publish or include your results in this paper (due to conflict of interest with other external publications) please use the ‘limited results’ template.** This template adjusts the length of the results section, and replaces the UROS experience section a more in-depth discussion. Please refer to the guidance for the limited results template at the bottom of this document.

If you are able to share your results, please use the following guidance.

Your results should include:

How did you gather the information?

Qualitative and quantitative results

Did the results/findings support your hypothesis?

You can also include labelled images (e.g. graphs) to convey data and results.

Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

*Example:* See Spencer Bolton’s paper in UROS IMPact Journal Vol. 8 Issue 2.

[IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/02/Spencer-Bolton-Complete-21.01.25.pdf)

## **UROS Experience guidance notes: 250 words**

Write about your UROS Experience, the experience of engagement outside of your studies., What did you get from the experience, how has it impacted on your development?

Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

*Example:* See Spencer Bolton’s paper in UROS IMPact Journal Vol. 8 Issue 2.

[IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/02/Spencer-Bolton-Complete-21.01.25.pdf)

## **Conclusion guidance notes: 150 words**

Bring the discussion together by summarising your key findings, and reflecting on how this could or will be developed further. Summarise your experience, how UROS has impacted upon your development and outline any future directions/plans as a result of this experience. Do you have any messages of support for others interested in taking part in student engagement activities in the future.

### Style guide:

Approximately 150 words.

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## **Reference guidance notes:**

Insert references in alphabetical order [full basic Harvard System required.] This section does not contribute to your paper’s word count.

### Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## Final Submission Checklist

* Have you used the correct IMPact template and formatting?
* Is your paper within the 2,000-word limit?
* Have you included all required sections (Title, Abstract, Keywords, etc.)?
* Does each section adhere to the word count guidelines?
* Has your supervisor reviewed and approved your paper?
* Have you proofread your work for clarity and grammar?

# LIMITED RESULTS: IMPact paper guidance

## Word count guide

|  |  |
| --- | --- |
| **Limited results template** | |
| Section | Word count (approx.) |
| Abstract | 150 |
| Keywords | 5 |
| Introduction | 150 |
| Project Background | 250 |
| Literature Review | 300 |
| Methodology | 300 |
| Results | 200 |
| Discussion | 500 |
| Conclusion | 150 |
| References | n/a |
| **Total Word Count** | **2000** |

Please note that while the above word counts should be followed, they are approximate and should be used as a guide to help ensure that your paper is appropriately balanced. The paper should not exceed 2,000 words.

## **Headings**

Title (Author/s and Role)

Abstract

Keywords

Introduction

Project Background

Literature Review

Methodology

Results

Discussion

Conclusion

References

## **Title, Author and Role guidance notes**

Student researcher name(s), and if appropriate supervisor names should be at the top of the paper. Underneath the names should be the student researcher’s year of study and programme title, academic supervisors job title, and the School and College name.

### Style guide:

**Title**  
Font: Arial   
Size: 14  
Format: Bold font, aligned to the left

**Authors name(s)**  
Font: Arial   
Size: 12  
Format: Bold font, aligned to the left

**Role**

Font: Arial   
Size: 12  
Format: Aligned to the left

*Example:*

**UROS research project title name**

**Student researcher1 and Academic Supervisor2**

1Year 2, BSc (Hons) Psychology undergraduate student

2Senior Lecturer in Psychology

School of Psychology and Sport Science, College of Health and Science

*Example:* See Adam Lear’s paper in UROS IMPact Journal Vol. 8 Issue 2. [IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/04/Adam-Lear.pdf)

## **Abstract and keywords guidance notes – 150 words**

## The abstract should be a short summary of your paper and research with some key findings.

Keywords are words that capture the essence of your scholarly research notice.  They make your research notice searchable. Therefore, it is important to include the most relevant keywords that will help indexers and search engines find your research notice.  Keywords should ideally be 4-5 keywords words and phrases that suggest what the topic/discipline is about.

## Style guide: **Abstract** Font: Arial Size: 12 Format: Single spacing. Italics/ Offset from centre

**Keywords**  
Font: Arial   
Size: 12  
Format: Single spacing. Italics/ Offset from centre

*Example:* See Alice Lawrence’s paper in UROS IMPact Journal Vol. 8 Issue 2.

## [IMPact website | IMPact Journal Vol. 8 Issue 2 | Online Journal](https://lalt.lincoln.ac.uk/files/2025/02/Alice-Lawrence-Complete-21.01.25.pdf)

## **Introduction guidance notes – 150 words**

The introduction tells readers about your UROS project and set the stage for your analysis

### Style guide:

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Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## **Project Background guidance notes: 250 words**

The background should tell readers the reasons you wanted to conduct this research. Why this topic/ area; Why this research is of interest? You can refer to where this relates to your studies/ interest. The background should also set the scene/context about the aims and direction of your research

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## **Literature Review guidance notes: 300 words**

Outline relevant literature/ data on your topic- links with setting the scene and presenting a picture of the topic/ issue. What do other studies on your topic say- themes?

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## **Methodology guidance notes: 300 words**

Describe your goals as the researcher and the methods/procedures you used. You can refer to links in literature to support this.

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## **Results guidance notes: 200 words**

**If you are able to publish or include your results please use the ‘full results’ template and guidance higher up in this document.**

If you are unable to include key research finding in this paper as it is part of a wider project which will be published in an external journal this section can be used to briefly summarise any findings which can be shared, and explain the plans for further dissemination and why full results can not be included.

Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## **Discussion: 500 words**

Instead of focusing your outcomes on your research findings, this section should discuss key areas of development, challenges and lessons learnt from your UROS experience instead. Reflect on your over-arching UROS Experience, engagement outside of your studies. Discuss what you got from the experience and how has it impacted on your development.

Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## **Conclusion guidance notes: 150 words**

Bring the discussion together by summarising your key findings, and reflecting on how this could or will be developed further. Summarise your experience, how UROS has impacted upon your development and outline any future directions/plans as a result of this experience. Do you have any messages of support for others interested in taking part in student engagement activities in the future.

### Style guide:

Approximately 150 words.

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## **Reference guidance notes: not included in word count**

Insert references in alphabetical order [full basic Harvard System required.] This section does not contribute to your paper’s word count.

### Style guide:

Font: Arial   
Size: 12  
Format: Single spacing, aligned to the left underneath heading

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## Final Submission Checklist

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