

LABORATORY REPORT FORMAT (40 points)

Laboratory reports should follow this format unless announced otherwise. It is important to recognize that when you are writing a lab report, you should be objective. Also, the lab reports are used as examples of your writing style, so when sentences are written, they must be grammatically correct. You should use a computer; use Times New Roman font size 12, double-spaced. If the calculations section of the lab report is handwritten, it should be done neatly in pencil (erase errors), on lined paper, one side only.

Lab reports are due at the beginning of the class on the due date. If you are missing class (for example, a field trip) the report should be in my mailbox before you leave. If you are absent the date it is due, you must hand it in before homeroom the day you return. Penalties: minus 1 grade per day. Lab reports are usually 40 points each.

Lab reports are collected and kept on file; for AP students, a small folder or binder is appropriate, since some colleges require a summary of the experiments done as well as the AP Test score; the collection will be returned to you when you graduate.

FORMAT:

- I. **Title Page** title in the center of the page **(2 points)**
Your name, date performed, class period, and partner(s)
Abstract (should take up about 1/3 of the bottom of the page or on the next page) **(5 points)**
- a brief summary of a research article, thesis, laboratory report or any in-depth analysis of a particular subject
 - placed prior to the introduction and procedure (on cover page of lab report)
 - often used to help the reader quickly ascertain the paper's purpose
- II. **Copy of the experiment with directions** **(3 points)**
This includes the Objective, Procedure, Theory, etc.
If these are not included (or stained), you need to write them yourself
- III. **Data and Results** **(5 points)**
Even if you scribbled the data on your lab directions, you need to create the appropriate tables, graphs, descriptions, etc. (use your computer)
- IV. **Calculations** **(10 points)**
Show all calculations that you used to get your results. Be sure to use correct significant figures and labels. If you are not using Equation Editor, the handwritten page should be done in pencil on lined paper.
If lab is qualitative and there are no calculations, points can be adjusted.
- V. **Conclusion**
This section includes:
ANSWERS TO QUESTIONS given in the lab exercise. **(10 points)**
- Write question *in italics*
 - Write the answer below it.
- FINAL PARAGRAPH: **(5 points)**

- **Your** answers to the objective of the experiment (the result of
- The experiment, **not what you should have gotten**)
- An explanation for all large experimental errors (in excess of 10%)
- Any error greater than 30% calls for repeating the experiment