

Your name
Your partner's name
Your class, Period X
Date

Title – The title should be less than ten words and should reflect the nature of the lab. Titles are not to be amusing, or catchy, but rather straightforward and informative.

Introduction/Theory – The introduction of the lab should provide a reader with any information necessary to understand the procedures of the lab as well as the analysis and conclusions of the lab. To accomplish this, the introduction should include any appropriate background information as well as any theory or theories involved in the lab. The introduction should also clearly state the purpose of the lab as well as any hypothesis being made. Any resources used in the writing of the introduction should be appropriately noted.

Materials and Methods – This section should describe the materials used and the procedures followed. If the procedure was taken from a written source, that source can be cited instead of rewriting the procedure. However, any deviations from that written procedure must be noted. The procedure description should be detailed enough so that someone else could repeat the experiment and/or observations, but should not be a step-by-step procedure as one would find in a lab manual. The writer should assume that the reader is familiar with basic laboratory procedures, that is to say you should not describe how to focus a microscope, light a burner, or use a stop watch.

Data, Analysis and Results – This section should include the original data, reported in an organized table or list, as opposed to a paragraph, and should include all units. This section should also include any manipulations of the data.

Data manipulations could include any or all of the following:

- calculations and computations,
- data analysis,
- charts,
- sketches,
- labeled diagrams,
- graphs and graphical analysis.

In cases where a calculation is done repetitively for a series of data, one sample calculation must be shown with all resulting values reported. Any resources used in the data analysis should be appropriately noted.

Conclusion – The conclusion of the lab should directly answer the purpose of the lab and evaluate any hypothesis made, briefly stating the relationship between the conclusion drawn and the data taken in the lab. This section should also include a discussion of the sources of error in the lab, should describe what effect these error may have had on the conclusion drawn and should suggest, where appropriate, ways to avoid these sources of

error in the future. Any resources used in the writing of the conclusion should be appropriately noted.

References – This should be a complete list of all references used in the writing of the lab report, including your textbook, other books, journals, magazines and on-line sources. This should be recorded in standard format.

Note – Labs should be written in third person passive voice. That is to say, there should be no I, we or other personal pronouns in the lab. Portions of the lab (such as the procedure, which has already occurred) will be in past passive, other parts, such as the theory will be in the present passive.