



## General Format

- **File Name:** lastname\_Lab # (Ex. Rogers\_Lab 1)
- **File Type:** Microsoft Word document *or* PDF
- **Length:** 2-3 pages of written text (does not include title page or references)
- **Font:** Times New Roman
- **Font Size:** 12pt font
- **Spacing:** Double-spaced
- **Margins:** 1" margins
- **Orientation:** Portrait
- **Style:** Use APA 6th ed. for all references
- *Absolutely no quotations are allowed.*

## Sections

*Label all sections accordingly.*

- **Title Page**
  - Title of laboratory assignment.
  - Your name.
  - Course and section number.
  - Date.
- **Introduction:**
  - While the laboratory background for each experiment lists some rudimentary information, this will not be enough to complete your introduction.
  - Find additional sources that discuss the key concept of the laboratory.
  - Clearly state your hypothesis near the end of this section.
  - Be careful not to plagiarize or quote unnecessarily.
- **Methods and Materials:**
  - Some of this information can be obtained from laboratory instructions.
  - Identify the equipment used *within* the lab (i.e. glassware, pipettes, etc.)
  - Do not discuss your computer setup, they brand keyboard, etc.
  - Provide enough detail such that an outside reader can clearly identify all items used in the laboratory.
- **Results:**
  - This section requires you to give a clear description of the data that was collected and how it was analyzed.
  - Present any graphics generated from the data (i.e. charts, tables, etc.) and introduce them – don't just stick them into your report.



Laboratory Report Instructions  
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- Provide labels for all figures so that you can reference them in your writing.
  
- **Discussion:**
  - Evaluate your results and put them in a broader framework of research and other experiments.
  - Do the results support your original hypothesis?
  - Answer these questions while writing: Who cares, what does it mean, why should I be excited by these findings?
  - How do the results affect the theories you discussed in the introduction? Do they confirm, disagree?
  - Did I satisfy the primary objective(s) of the lab?
  - What aspects of your experimental environment could have confounded the results? Is there anything you'd do differently the next time you were setting up your experiment?
  
- **References**
  - Must be in APA format on a separate page.

## Tips for Writing a Report

- Write your report like a research paper. You are not simply presenting your findings but, instead, you are working to prepare a professional document to give insight into your experimental efforts.
- Your audience is a person who has never been in the lab. Use descriptive but concise language.
- You will need a large amount of time to complete your report, so start working as soon as possible.
- Always provide the units for every measure unless instructed otherwise.
- Do not use first person pronouns.
- Do not use rhetorical questions.
- As in all academic writing make sure you cite all sources and give proper reference.