

GUIDELINES FOR THE FORMAL WRITTEN REPORT.

- Use a word processor. Make the paper easily readable. Your reader will give more credence to a report having a professional appearance.
- Grading will be based on the following criteria.
 - 1. Focus.** Does the paper have a clear central idea? In this case, what is the objective of the experiment? How does the procedure achieve the objective? Are the data and results consistent with the objective?
 - 2. Development.** Is the subject accurately and logically developed? Are the conclusions appropriate? Have the data been analyzed for possible experimental errors?
 - 3. Organization.** The report must be clearly presented. Use sections, subsections, and paragraphs to guide the reader through the reasoning of your report.
 - 4. Diction.** Use words, tables, diagrams, and graphs precisely and effectively. Use the correct scientific vocabulary.
 - 5. Mechanics.** Conform to accepted standards of grammar, punctuation, and spelling. Adopt a style acceptable for scientific publication, e.g., Journal of Physical Chemistry, or Journal of the American Chemical Society. Reading is essential to acquire a good writing style.
 - 6. Authorship.** Adopt a stance which is clear, consistent, and appropriate to your readers. Assume a readership of your peers.
 - 7. Scholarship.** Cite appropriate references.
- A Xerox copy of the appropriate pages from your laboratory notebook should be appended to your formal report.
- Reports will be graded and returned promptly. A score of 90% or better is required. If your score is less than 90% you must revise the report and submit it again within one week.

FORMAT

The following format should be used in the Major Written Reports.

TITLE

Give the title with the Authors name(s)

ABSTRACT

Give a short synopsis of the experiment and results. Include the values and the error associated with it.

INTRODUCTION

Why was the experiment done? What results were you trying to obtain?

METHOD(s)

How was the experiment designed? What equipment was used and how was it used. (If it is published a reference to where to find it, is sufficient.)

Procedure used.

RESULTS AND DATA ANALYSIS [errors]

This should be calculations and results of calculations.

The errors should be included.

DISCUSSION OF RESULTS AND CONCLUSION

A discussion of the results and how the errors effect them should be done as well as improvements for the experiment should be done here.

ACKNOWLEDGEMENTS AND BIBLIOGRAPHY