

## 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**