**Laboratory Report Checklist**

INTRODUCTION

*“Does the introduction summarize relevant background information from textbook selections, research articles, and appropriate lecture notes to provide the significance of performing the exercise? Includes what you are going to do, why you are performing the lab, what you hope to gain from the exercise, and how this will be accomplished.”*

* Start with a general introduction to the topic.
* Be careful about the grammar.
* Paraphrase the sentences that you take from another source.
* Give references at the end of each sentence if it is related to another source.
* Choose the references directly relevant to the topic.
* Add detailed captions to the figures, tables, or graphs.

MATERIALS AND METHOD

* Add a complete list of materials that you have used during the experiment
* Explain the procedure in clear steps.

RESULTS

* Are the results presented in a coherent manner?
* Integrate all the data representations and analysis such as plots, tables, graphs, etc.

DISCUSSION

* Are the findings presented in the result section explained further to describe what they mean?
* Include a discussion on possible errors in the experimental design and biases in the experimental procedure.
* All questions from the laboratory exercise should have been answered in this section.

REFERENCES

* Are the references correctly chosen for the subject?
* Are there enough references?
* Check the citation format (ACS, Vancouver, Nature, IEEE, etc.). All in-text citations should have been included in the Reference section.

FORMAT

* Grammar
* Use the equation tab if you are using Microsoft Word to insert an equation.
* Number the equations you are using.