

# CHEAT SHEET: Lab Report Format

Lab Reports should follow the following format.

**Title Page:** The cover/title page should include the title, the author's name(s), date, teacher & class period, along with the school name.

**Margins, Fonts, & Spacing:** All pages should one-inch margins on the top, bottom, left and right. The appropriate fonts are Arial, Times New Roman, or Courier, and all text should be 12pt type. The paper should be double-spaced, but there should be no extra spaces between lines (no "quadruple" spacing.)

**Sections:** Sections in the paper should have a short heading that says what it is that section. The heading should be **bolded** and centered as shown below. Titles for sub-sections within a section should be **bolded** and left-justified. Sections do NOT start on a new page unless the only the title would appear on the previous page.

## **Introduction**

The Introduction of your lab report will always include the statement(s) of the specific questions and/or problems being investigated.

## **Observations & Hypothesis**

The Observations section of your lab report will always the background information on the concepts being explored, your hypothesis(es) and/or predictions of the outcome of the experiment to be done and he response you came to that specific prediction

## **Materials & Methods**

The Materials should include a list of ALL materials you will be using in your research. The methods portion of this section should be a numbered or bulleted list of step-by-step procedures you used to carry out your investigation. . Remember that this is to be complete enough so that another scientist would be able to replicate your research protocol using your list. This section should also clearly point out experimental control groups, experimental (text) groups, independent (manipulated), dependent (responding), and constant (controlled) variables.

## **Data & Results**

The Data & Results section should include any tables, graphs, sketches, and/or diagrams that you collected/produced as part of the investigation. You should also include how data was calculated (if applicable).

## **Analysis**

The Analysis section should describe any trends your data presents. Describe any important observations using basic, scientific descriptive terms and refer to the Data & Results section as needed. You should also address any errors, deviations or anomalies that appear in your work.

## **Conclusion**

The Conclusion section describes the work you did, conclusions you dram from the work and should compare your original hypothesis with your actual results. It should clearly state what you learned from the lab and how that specifically points to the conclusion you made. You should also address areas of potential, future research and any questions that arose as a result of your research.

## **Works Cited**

Your works cites page should start on a separate page and should contain a reference to all research, including those from which pictures, diagrams, and other visuals were used. The format of the bibliographic citations (the whole citation that appears on the works cited page) should follow the APA guidelines. You can use a site like <http://www.citationmachine.net> to generate properly formatted citations. Be sure to keep up with your sources as you research to make this process easier.

## **Appendices & Supplemental Materials (If Applicable)**

Some labs will have questions asked as part of the activity. Responses to those questions would go here along with a transcript of the original question. You would also include any other information that was not part of the lab write up, but that was used in completing the assignment.

# RUBRIC: Lab Report

Names: \_\_\_\_\_

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Topic	Description	Points	Out of
<b>Introduction</b>	- The problem/question is clearly defined (2pts.)		<b>2</b>
<b>Observations &amp; Hypothesis</b>	- Supporting observations, information, are clear, relevant, and connected to lab (3pts.) - Hypothesis is clearly stated and includes prediction and supporting observations (3pts.)		<b>6</b>
<b>Materials &amp; Methods</b>	- Materials and amount needed/used are clearly stated (2pts.) - Experimental procedure is clearly laid out (4pts.) - Independent, Dependent and Constant/Controlled variables are identified (3pts.) - Data collection/measurement technique is defined (1pts.)		<b>10</b>
<b>Data &amp; Results</b>	- Data collected is clearly displayed in a labeled (5pts.) - Graphical analysis is used to display data in a meaningful way (5pts. if applicable)		<b>10</b>
<b>Analysis</b>	- Data collected is explained in the text (3pts.) - Clear connections are made between the data and its implications (3pts.) - Errors, deviations or anomalies are addressed (2pts.) - Key terms are used correctly in the analysis (2pts.)		<b>10</b>
<b>Conclusion</b>	- Data, observations, and research are connected in a clear and logical way (3pts.) - Hypothesis and Data are compared (4pts.) - Provides suggestions for future research (3pts.)		<b>10</b>
<b>Format</b>	- Margins (1"), font (12pt, A/T/C) and spacing (DBL) meet requirements (6pts.) - Headings are properly formatted (2pts.) - Works cited are in APA format (4pts. If applicable)		<b>12</b>
<b>Supplemental Materials*</b>	(See specific assignment.) <input type="checkbox"/> Included <input type="checkbox"/> Separate		
<b>NOTES:</b>			<b>50</b>
<input type="checkbox"/> PLAGARISM: Works cited required, but not included = 0/50			