

# Lab Report Formats

## Data Report

We understand how time-consuming writing lab reports can be. So we created this format to speed the process while still giving you valuable experience and giving us something to grade. A Data Report contains:

- Heading – We'd like this to be at the top of every page, which all word processors can do.
  - Title of Lab Report
  - List of Authors
  - Date of Lab
- Abstract – This is a one or more paragraphs of **text that summarizes the lab activity**.
  - It is not divided into sections.
  - The Introduction should be 1-3 sentences.
  - The Methodology should be fairly general. Only a few sentences are needed. This is only an Abstract, so less detail than in the Main Body. Describe what the equipment did, what was measured, and how that is related to the final analysis.
  - The Discussion must contain summary of the results. This means some numerical value, such as the final result of the analysis, must be given. If there is a list of final values, give the most important one or a typical value.
  - The Conclusion should be 1-3 sentences, and it must depend on the results. An explanation of any source of error should be included.
- Tables and Figures
  - All of your results of measurements and analysis should be presented in Tables and/or Figures.
  - Each Table and Figure must be labeled (Table 1, etc.) and **captioned**.
  - Do beautify your Tables.
    - Make sure the results are readable.
    - Trim out unnecessary decimal places.
    - Label each row and/or column. This should include the name and/or symbol, along with the units in parentheses.
    - Include the expected accuracy of the value (when requested).
  - In a graph, the axes must be labeled with a name or symbol, with units in parentheses.
    - If a trendline is requested, leave the equation on the graph.
    - Transcribe the trendline equation into the caption **using physics variables**.

Note that there is no Main Body (the longest part of most Lab Reports).

A sample report is located at: <https://goo.gl/Kfl57H> (lower-case ell in the middle)

The corresponding spreadsheet is also online, at <https://goo.gl/apFZ5U>.

Notice that the table was formatted for presentation in the report.