

Report Preparation Format:

All reports must be **typed**. Reports must contain the following subsections:

- COVER PAGE - Experiment Number, Experiment Title (top center of page), Name, Course Number, Submission Date (lower right of page).
- INTRODUCTION - A brief narrative highlighting important background (include all citations) principles, engineering applications, laboratory objectives, and scope of investigation
- PROCEDURE -
1. Reference the handbook, e.g., "The procedures comply exactly with those in the laboratory manual (except?) ..." Short notations indicating areas of particular attention or care should be included.
2. List any changes if necessary, i.e., new equipment, different chemicals used, skipped or added procedure
- RESULTS & DISCUSSION - Present processed laboratory data and calculated parameters in block tables and/or figures. All tables and figures must be sequentially numbered and contain a descriptive title. All data columns or axes must be appropriately labeled with parameter name, symbol and units. **NOTE:** Raw data and calculations belong to the appendix. Use brief written descriptions to present figures and tables.
Present a narrative describing the significance of the results that were presented in the tables and figures. Discussion should focus on the data itself, i.e., ranges, scatter, tendency to increase or decrease relevance to accepted theory, and possible errors. The discussion of results should generally relate to the scope of the investigation
- CONCLUSIONS - A series of brief numbered factual statements derived from the laboratory data and discussion of results. Conclusions are not summary of laboratory work. No conclusion should be stated if relevant information did not appear in the discussion section. Most of what "usually" appears in conclusions belongs in the discussion section. A conclusion should contain no "new" information or statements that cannot be supported by laboratory data.
- REFERENCES - Use standard reference format (see scientific journal, text). At least two references must appear in each report. Be sure to reference definitions.
- APPENDIX - Include all calculations and/or raw (lab) data sheet. Present one sample