

Lab Report Requirements:

1. Checked for spelling and grammar
2. Separated into sections. Each section starts with a heading.
3. Written in active voice and past tense (you already completed the work).
4. Limited use of quotes if any. Paraphrase information from your references in your own words and then cite the reference.

Format:

Title: The title should describe the topic studied in one complete and extremely detailed sentence that includes the subject, location, and duration of the study.

Introduction (background information): Except for hypothesis, this section may not always be required!**

An introduction in a lab report introduces the reader to the subject. You will cover what your question and purpose were, give background information from research and explain your hypothesis and prediction. Be sure to write your research in your own words and cite any quotes or paraphrases in your reference section. APA format. Limit of 5 quotes of written material for your intro – the rest needs to be in your own words! You need to USE each source. So put 1 quote from each of your sources (pictures, numbers and statistics are always quoted). Make sure your source is reliable. It must have an author (a person not a Zoo or University) and a date. You will end by clearly stating your hypothesis (*note: the hypothesis and scientific question will always be written*).

****Most often I will only require you to state your question, hypothesis, dependent variable, independent variable and controlled variables.**

Methods: The methods section includes a list of materials and the procedure in narrative form. This section should be concise, but include enough information for someone to repeat your experiment. You will cover how you gathered data, where you did the work, the kind of equipment and set up you used, the general order and any equations you used. It is to be written in narrative/paragraph form. Do not use personal pronouns and make all verbs past tense. You are writing as if telling someone exactly what was done in the lab.

Data: Results section includes your data (qualitative and quantitative), calculations and results. Data is the information you gather directly in the experiment. Data and results should be shown in data tables, charts, graphs and/or figures. Be sure that all tables, charts, graphs and figures are labeled, titled, include units, includes trends or averages, and if needed includes a key. If you include any photographs, make sure you label everything with a caption. You will also include a short verbal section. This will contain a summary/analysis of your data as well as describing any qualitative observations/results. Written in past tense.

Discussion: Restate your problem and hypothesis. Tell whether you accept or reject your hypothesis. Use your data to explain how it supports your hypothesis or not (cite specific numbers and trends). Analyze your results - if you noticed patterns, anomalies, connections or relationships, you tell the reader about them here and connect them to your hypothesis and research. You should include any problems and sources of non-human error you encountered, explain how you handled them, and explain how you could have improved this experiment. Discuss your final conclusion using your analysis for support. Lastly, this is the section for you to recommend further research and suggest broad conclusions that extend beyond your experiment. (approximately 3-5 paragraphs long)

References: **This section will not always be necessary!** Include all references in this section in APA format. If you used someone else's ideas, words or photographs in your lab report cite them here. **PARAPHRASING IS PLAGIARISM!** You need to research and use other people's work and cite it- or it is plagiarism (see the Brebeuf Jesuit handbook for more information on plagiarism). You will be shown in class how to quote cite references in APA format using Microsoft Word.