

In the broadest sense possible we want to remind all of you that you should make sure to read the Follow-up guidelines document as most of the errors/issues observed stem from not following the guidelines.

- Title Page
 - Include the names of both partners.
 - Proper date of experiment
 - Proper date of submission
- Purpose
 - Make sure to address all the stated purposes from the lab document.
 - Make sure to paraphrase and not copy directly.
- Results
 - Have a table for the lab constants (temp., pressure, date, and time).
 - Include all data measured, calculated, and observed.
 - Should be presented in a logical order.
 - Make sure to include uncertainties of all applicable measurements, as well as any corresponding calculated values.
 - Title of tables on top of table.
 - Title of figures (ex. Graphs) below the figure.
 - Refer to calculations in the appendix.
- Analysis
 - No new results/data are presented in this section.
 - No calculations are shown in this section. If a calculation is important to see, refer to the appendix where the calculation is shown.
- References
 - Only use valid sources for references.
 - Does not have to be peer reviewed, but needs to be a credible source (ex: .org, .gov, etc)
- Appendix
 - Lab notebook – one page of lab notebook = one page in pdf.
 - Calculations – separate from lab notebook and each calculation is clearly identified (don't make me try to figure out what you're doing).
- General comments
 - Keep the sections of the report in the order indicated in the follow-up guidelines.
 - Make sure include page numbers.
 - Do not use personal terms ("we", "I", ...).