

## Chemistry 101 Lab Report Checklist

In addition to the specific guidelines provided in the manual for each lab report, please ensure that your reports meet these general criteria. The items included here are characteristics of good lab reports. *Attach this completed form to your lab reports.*

### General

- Name, partner's name(s), title, and date included
- Proofreading  
All requested items/sections are included in the report  
Grammar and spellchecker used  
Photocopies of notebook pages included (if requested)
- Written in passive voice  
Do not use the words I, we, my, us, our, etc.
- The alignment of the main body of text is justified as opposed to some other (left, right, center) alignment
- Chemical formulas and names correct  
Unless starting the sentence, chemical names are not capitalized.
- Quantities are treated as singular  
Separate the number from the unit with a space  
Example: "...5 mL *was* added..." not "...5mL *were* added"
- Sentences are not started with numbers.
- Rules for significant figures adhered to
- Leading zeroes on numbers are included
- Acknowledgements included  
Cite data borrowed from other groups or any considerable help that you received with the report (from your partner, tutor, instructor, science center, Q center, etc.).

### Figures and Tables

- All tables and figures numbered sequentially and described in order of appearance  
All tables and figures are referred to by number from the text (usually in the discussion) of the report  
Table captions placed above tables, figure captions below figures. Keep the captions and figures or tables together (on the same page).  
Don't break tables over multiple pages
- Graphs formatted properly (see Arthur's plotting document)  
Proper graph type chosen (most likely scatter plot)  
Axes labeled (units included); titles, legends, gridlines and equations removed from the graph but included in the caption if necessary