

LAB REPORT CHECK LIST

- _____ margins are 1.5" left; all others are 1"
- _____ Font is Times (or similar); Font size is 12 (no larger)
- _____ Line Spacing= double (except as noted below)
- _____ your name, the date, and the title of each report will be **single spaced** in the upper left-hand corner of the first page
- _____ the section titles of your report (e.g., Introduction, Data, Interpretation, Conclusions, and References Cited..) are centered and in all caps
- _____ paragraphs begin with a 0.5" tab
- _____ a quadruple line space (i.e. 2 double spaces) separates the end of one section and the title of the subsequent section
- _____ *all* pages are numbered in the lower center of the page EXCEPT the first page. Page numbers for figures and tables may be hand-written; all others must be printed by word processor
- _____ all citations in text are listed in the References Cited section and vice-versa
- _____ all figures have captions (below the figure)
- _____ all tables have captions (above the table)
- _____ all lab report sections are present and are in the following order:
 - INTRODUCTION
 - DATA
 - INTERPRETATION
 - CONCLUSIONS
 - REFERENCES CITED
 - FIGURES
 - TABLES

_____ report is spell-checked

_____ report is proof-read

ORAL REPORT CHECK LIST

- _____ all figures are legible from the back of the classroom
- _____ if used, slides are in order in the carousel and are positioned correctly; correct position is *upside down and backwards*
- _____ presentation is designed around 5 discrete segments:
 - *Introduction: ≤ 30 sec*
 - *Methods: ≤ 30 sec*
 - *Data: ≤ 90 sec*
 - *Interpretation: ≤ 120 sec*
 - *Conclusions: ≤ 30 sec*
- _____ you have practiced your delivery *multiple times* and are certain that you can meet the time constraints listed above