

Report writing checklist

Use this checklist to support you in writing your lab reports. It can be used in the planning stage, as you move through your work and at the end.

Title <ul style="list-style-type: none"> • Have you got a title? • Does it explain your assignment? 	Authors and institutions <ul style="list-style-type: none"> • Have you included who wrote this work and where the work was done? • Are all the details correct? 	Abstract <ul style="list-style-type: none"> • Does it explain why the work was done? • Does it outline the whole of your work and findings? 	List of contents <ul style="list-style-type: none"> • Have you included a contents list? • Are all the page numbers correct? 	Abbreviations <ul style="list-style-type: none"> • Have you explained all abbreviations? • Are they all accepted as an abbreviation? 	Introduction <ul style="list-style-type: none"> • Is it the correct depth for the reader? • Have all specialist terms been defined? • Have you explained why the problem was investigated? • Does it cite all references used? • Does it provide enough background information?
Materials and methods <ul style="list-style-type: none"> • Are all experiments mentioned? • Is there enough detail for someone to repeat your work? • Have you written correct measurements and units? • Are all materials named? 	Results <ul style="list-style-type: none"> • Is the data presented clearly? • Have correct SI units been used throughout? • Do all figures and tables have numbers and titles? • Have you presented any data more than once? • Do legends provide all necessary information? 	Discussion <ul style="list-style-type: none"> • Have you explained the significance of your results? • Have you compared your results with other published work? • Have you used citations correctly? 	Conclusions <ul style="list-style-type: none"> • Are your conclusions justified by the data you have presented? • Have you considered the work of other in your conclusions? • Remember, nothing new should appear in this section. 	Referencing <ul style="list-style-type: none"> • Do all references in text appear in your list? • Do all listed references appear in text? • Do the years of publication and authors match? • Are the references in the correct format? • Is it in alphabetical order? 	Acknowledgements <ul style="list-style-type: none"> • Have you named everyone that helped with your work? • This is not always required for practical write-ups.