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