Report Writing

The basic idea is to write lab reports in the general style of a scientific paper.

This has the following format:

Title & Authors

Abstract

Very concise summary of what was done and the key results. Should be <200 words.
(Imagine that you are a researcher in China. Could you understand what was done and the
key result?). It is usually best to write the abstract last, after writing the rest of the report.

Must have:
1. Purpose
2. Key result(s)
3. Most significant point of discussion
4. Major conclusion

May have:
1. Brief method
2. Brief theory

1. Introduction

1.1 What you were going to do
1.2 Why you were going to do it – background material
1.3 Brief overview of how it was done

2. Experimental Methodology

2.1 What instruments you used ( incl. diagram)
2.2 Calibration of instruments (incl diagram, as necessary)
2.3 Venue: deployment of instruments

3. Results and Discussion

3.1 Data – describe the data you collected (incl. graph(s))
3.2 Problems with data/ instruments - describe
3.3 Calculations (incl. equations) – these should be transparent, i.e. don’t miss steps out
and confuse the reader.

4. Conclusions

(In general, this is somewhat like the abstract, except longer and more expansive)
4.1 Refer back to the introduction: Did you accomplish goals?
4.2 If not, why not?
4.3 Interesting results (peculiarities)

5. References

If you used any references, then it is good to describe them.
Be detailed: in the text you write (Wallace and Hobbs, 1977, p.50)
In the reference list, you write alphabetical order:
Wallace, J. M. and Hobbs, P. V. *Atmospheric Science: An Introductory Survey*,

Other rules:

1. Use SI units
2. 12-point font
3. Page limit: 4-5 pages, figures at the back