Title: Reflect the factual content with less than ten words in a straightforward manner

Abstract: Summarize in a concise paragraph the purpose of the report, data presented, and major conclusions in about 100 - 200 words.

Introduction:

* Define the subject of the report: "Why was this study performed?"
* Provide background information and relevant studies: "What knowledge already exists about this subject?"
* Outline scientific purpose(s) and/or objective(s): "What are the specific hypotheses and the experimental design for investigation?"

Materials and Procedure:

* List materials used, how were they used, and where and when was the work done
* Include a detailed numerical listing of the steps used in completing the activity.

Data: Organize data into tables

Results/Analysis:

* Perform any necessary calculations
* Construct graphs of data
* Summarize the data from the experiments without discussing their implications.
* Concentrate on general trends and differences and not on trivial details.

Discussion:

* Interpret the data; do not restate the results
* Relate results to existing theory and knowledge
* Explain the logic that allows you to accept or reject your original hypotheses
* Speculate as necessary but identify it as such
* Include suggestions for improving your techniques or design, or clarify areas of doubt for further research

Works Cited:

* Cite only references in your paper and not a general bibliography on the topic
* Alphabetize by last name of the author
* Use MLA format for citations

General Style:

* Strive for logic and precision and avoid ambiguity, especially with pronouns and sequences
* Keep your writing impersonal; avoid the use of the first person (i.e. I or we)
* Use the past tense and be consistent within the report
* Italicize all scientific names (genus and species)