Guidelines for lab reports

Luyang Han, Ulf Wiedwald

March 24, 2011

Abstract
In this short script we give some basic guidelines to the requirements and recommendations of the lab reports. Following this guideline is obligatory for the students. Fail to do this might lead to review or rejection of the reports. Some of the points mentioned in the scripts are the convention of the scientific writing and can be applied to other situations.

1 Generals
• The report should have a proper layout. The layout should be used consistently through the report.
• Justify your arguments with facts or references. Unsupported assertion is not accepted.
• Check your spelling and grammar.
• NEVER COPY THE CONTENT OF LAB REPORTS FROM OTHER GROUPS! This will be considered as dishonesty and will lead to serious consequences!

2 Cover
A separate page is needed as cover of the lab reports, which should contain:
• Title of lab course
• Title of experiment
• Your names with your email addresses
• Group number
• Date
• Name of tutor
• Your signatures

3 Table of contents
This part is optional. If the report is short this can be omitted.
4 Figures

- All figures should be numbered and properly referred in the text.
- The figure should contain a caption. The figure caption alone should be able to explain all the
details about the figure, for example how the sample is treated, how it is measured and so on.
- The symbol and legend in the figures should be explained clearly in the figure or its caption.
- Text and number should be clear and readable.
- Proper unit should be given to the numbers.

The example of a proper figure is given as follow:

![Figure 1: The example of a proper figure.](image)

5 Tables

- The table should contain a headline, which can explain the content of the table alone.
- The tables should be numbered and properly referred in the text.

6 Equations

- Equation should be typeset in proper mathematical form, do not use things like $y=\sin(x)^3$, but
as $y = \sin^3(x)$.
- All important equations need to be numbered and properly referred in the text.
- All used symbols should be explained explicitly and used consistently in the reports.

7 Acquired data

Long tables of data points should be presented in an appendix.
8 References

- Do not give any statements without reference. There are not many things that are "known to all".

- Referring only to the lab guidance is not sufficient. One should always try to refer to the original reference.

- Try to avoid citation from the Internet resources. Normally one can always find formal publications for the formulas and facts. If one needs to refer to the internet address, also include the date when the information is acquired.

- Citation should be in a proper format. It is not required to use a specific format but the format should be consistent.

- Be aware and careful when using copyrighted resources, mostly figures.

9 Submit

Dispose the report latest two weeks after the lab in the box located in front of room N26-322. The report is returned typically within two weeks to the students.