

## Chemistry Lab Report Guidelines

All labs should may be handed in on loose leaf paper, graph paper (8 ½ X 11) or typed and contain the following sections unless you are told differently at the time of the lab. Sections (except the heading) should be labeled in the lab write-up.

### Heading

- Title of Lab / Name / Partner's name / Date of Lab

### Purpose

- what are you trying to accomplish in completing the lab.

### Equipment and Chemical

- complete list of equipment used and amounts of chemicals used in lab.

### Safety

- use the safety guidelines provided in the lab and in the lab safety packet provided at the beginning of the year to identify safety issues for the lab.

**Procedures.** Unless told differently, write the sentence:

**Procedures were followed as outlined in the lab protocol.**

### Data table / Observations

- data collected should be presented in an appropriate table with a title and correct units.
- graphs should be completed with labeled x and y axis and a title.
- Use rulers or computers to complete tables and graphs.

### Calculations

- show formulas used
- correct numerical set up
- final answer w/ correct units

### Lab Questions (Questions following the lab)

- answer using complete sentences.

### Conclusion

- describe something you learned during the lab.

### Points will be deducted for:

- Correctness and quality of the lab including:
  - Lateness
  - Spelling errors
  - Sloppiness
  - Incorrect order of sections
  - Lack of significant figures
  - Lines not drawn with a ruler
  - Lack of or incorrect units
  - Lack of complete sentences