**Overview**

The purpose of summarizing your work in a formal report is to share your work with other scientists in order for them to understand the purpose of the study, how the study was conducted, the results obtained and the overall findings/conclusions that can be drawn from those results. It may also include the limitations of those results and conclusions as well as applications.

**Style**

When writing your report it is important to keep the following in mind:

* Write the report as a scientist writing for other scientists, not as a student writing for a teacher.
* The report should be neatly handwritten or typed.
* Write the entire report in past tense, passive voice (3rd person).
* Use headers to identify each section and keep to the appropriate format.
* Use objective formal language (i.e. do not include personal opinions.)
* Use complete sentences, appropriate grammar and correct spelling.
* Avoid informal wording (i.e. don’t use jargon, slang, or superlatives.)
* Avoid “flowery” language. Be concise and to the point.
* Omit information that is irrelevant to the reader (ex. what each team member did, the color of a vessel, etc.)
* Be sure to follow all rules of significant figures in all sections of the lab report.
* Be sure that drawings and graphs are complete, neat and appropriately labeled.

**Plagiarism:**

\*School policies will be enforced. Plagiarism encompasses the following:

* Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment. For example, if you use a resource in your introduction, it needs to be properly cited.
* Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.