

## Laboratory Report Checklist

Complete this checklist and attach it to the front of each laboratory report you submit.

1. I have made sure of the format to be followed for this laboratory report. \_\_\_\_\_
2. All the required information is included on the title page. \_\_\_\_\_
3. Equations used in the report (if any) are sequentially numbered. \_\_\_\_\_
4. All figures have numbers and captions. \_\_\_\_\_
5. Axes of all graphs are labeled. The units of variables (if any) are noted. If more than one set of data are plotted on the same graph, different symbols have been used, and a legend has been included to identify each symbol. A curve fit of smooth line has been drawn through the data if necessary. \_\_\_\_\_
6. All numerical data have been neatly tabulated. Each table has a number and a caption. All columns have been labeled with the name of the variable being tabulated. Units of variables (if any) are noted. \_\_\_\_\_
7. All sections required by the guide for this report are included. \_\_\_\_\_
8. I have used a spelling checker on the final draft of this report. \_\_\_\_\_
9. I have proofread the final version of this report. \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_