

LAB REPORT FORMAT

SPFHS PHYSICS – MR. PATERSON

Lab reports should be typed using standard word and data processing software (such as Microsoft Word). Page Format as follows:

Spacing	R/L Margins	Top/Bottom Margins	Header/Footer
Single	1.00"	1.00"	0.50"

In the upper right hand corner put: your name, course, instructor, period, and date that the lab was performed.

The report will consist of the following sections:

- Title: Name of the Laboratory Experiment.
- Summary: This is the heart of your paper. Include:
 - Why we did the lab
 - What we found by doing the lab
 - What we learned from the lab as a result
- Procedure: State the steps performed so that someone else could duplicate your work.
- Data: Present in tabular form (labeled with Roman numerals, Data Table I, II, III, etc.) the collected information.
- Graphs: Use Excel for graphing when able. Label the graphs with numbers. (Figure 1, 2, 3, etc.)
- Calculations: Present a sample calculation for each type done. Write out the equation showing variables, and then do a sample by substituting in numbers for the variables and solving.
- Lab questions: Answer any additional questions that were assigned with the lab. You must write out the question! It is not necessary to copy it word for word – paraphrasing is fine!

Graphing Format:

- Graphs can be laid out in “Portrait” or “Landscape” format depending on data fit.
- The top of the page should have the Figure # and graph title.
- The independent variable is to be placed on the X-axis with the dependent variable on the Y-axis.
- Label each axis with the appropriate units (i.e. Time (hrs.))
- Use best-fit lines between the data points – do not play connect the data points!
- If using Microsoft Excel set the graph to “Scatter Plot” so that only the data points are printed. Create the best-fit line(s) manually.
- Include a legend to the graph if there are multiple data sets.
- Most graphs should display the origin (0,0). However if the data is better presented in another range then axis labels that allow best data presentation should be used.
- NO BREAKS! It is NOT acceptable to use axis breaks!
- The graph should be as large as possible – using as much of the page as available.

