Lab reports should be typed and double spaced. Scientific writing style based on American Psychological Association (APA) guidelines should be attempted. Reports should be written in past tense without using words such as I, me, and you. Always try to be clear and concise with your writing. Format the reports with the following headings:

**Introduction**

The introduction should include information about the lab exercise including brief explanation of methodology and purpose. The basic premise of the introduction is to lead the reader into the body or analysis section of your report.

**Analysis**

The analysis should be the bulk of your report. This section presents the findings of the lab exercise including all relevant data tables. Questions that require written explanations can also be addressed here.

**Conclusion**

This section briefly summarizes your findings based on the overall purpose of the lab. Since actual experiments with findings will not always be performed, this section may not always be necessary to write.

Remember to write your name and your group member’s names on all reports. If you receive a minus grade, please turn-in both the minus paper and the re-write for my grading convenience.