Lab reports should be written in the third person, *i.e.*, do not use *I, we, etc.*

The pages of the lab report should be numbered sequentially beginning with the Table of Contents (Page 1). These numbers should be placed on the bottom of the page.

Remember that the experiment has already been conducted; therefore, when reporting the experimental procedure and results, use past tense.

Assume the audience has a technical background yet is unfamiliar with the experiment. Be descriptive, but clear and concise.

The word “data” is plural. Thus, when reporting results, either use “datum is” when describing a single value or “data are” when reporting multiple values.

Introduce an equation as part of the sentence.

*Correct Example:*

The ideal gas law is given by

$$PV = nRT,$$  \hspace{1cm}(1)

where \(P\) is pressure (atm), \(V\) is volume (L), \(n\) is the number of moles, \(R\) is the ideal gas law constant (J/mol-K), and \(T\) is temperature (K).

Do not reference the equation before introducing it. Disregard the use of “below” or other descriptive prepositions.

*Incorrect Example:*

Equation 1 below shows the ideal gas law:

$$PV = nRT$$ \hspace{1cm}(1)

where \(P\) is pressure (atm), \(V\) is volume (L), \(n\) is the number of moles, \(R\) is the ideal gas law constant (J/mol-K), and \(T\) is temperature (K).

Use Microsoft Equation 3.0 for writing equations. In Microsoft Word simply click on “Insert” and then select “Object.” Equation 3.0 can be found therein and its use should be straightforward.
• When introducing figures into the body of the report, simply reference the figure (e.g., Figure 1) without using prepositions such as “below,” “above,” etc. The Figure should be placed in the body of the report following its first reference in the text. In addition, when constructing the figures in Excel (or whatever), only label the x- and y-axes and omit the title heading. Finally, figure captions should be placed BELOW the figure.

Example:

The equilibrium diagram for the ethanol-water mixture is depicted in Figure 1.

![Equilibrium Diagram for EtOH/Water](image)

**Figure 1. Equilibrium Diagram for EtOH/Water**

• When introducing tables into the body of the report, simply reference the table without using prepositions such as “below,” “above,” etc. The Table should be placed in the body of the report following its first reference in the text. Also, the table heading should be placed ABOVE the table. Tables cited within the body of the report should be to the point and pleasing to read. Tables containing a large amount of information should be placed in the appendices and referenced accordingly.

Example:

The Routh array for the given system is shown in Table 1.

<table>
<thead>
<tr>
<th>Table 1. Routh Stability Array</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
</tr>
<tr>
<td>Row 2</td>
</tr>
<tr>
<td>Row 3</td>
</tr>
<tr>
<td>Row 4</td>
</tr>
<tr>
<td>Row 5</td>
</tr>
<tr>
<td>Row 6</td>
</tr>
</tbody>
</table>