

General guideline for all interim laboratory reports

1. Title page

The title page should contain the name of the author, contact and affiliation information, date, and a concise title (including the laboratory number).

2. Introduction

Briefly state the *objectives* of the report and some pertinent *background*. It should address *why* the work was done. Write a detailed introduction, outlining the entire process and exactly what you will be doing in the lab.

3. Procedures

Describe, in your own words, EVERY step that you performed in a concise way. This should include the processing procedures, the nature (type/make) of the equipment used for each procedure, the measurements made, and the nature of the equipment used for making measurements. Schematics of the set-up should be included when appropriate. Figure captions are EXTREMELY important, please

Put every detail of the instrument in the figure caption, so that somebody reading this lab report can re-create what you are doing from scratch. DO NOT COPY PROCEDURES FROM LAB REPORT ASSIGNMENTS.

4. Results and Discussions

This is the heart of the report; present all your experimental results here (etch rate calculations, pictures taken with the optical microscope, dektat profiles etc). The individual laboratory report handouts will ask specific questions or ask you to include specific data etc. Include the appropriate response here. If the information appears earlier in your report, simply refer to the appropriate section and *subsection*. That is, be sure you have a section of subsection heading on the data you are referring back to so that the TA can find it easily.

5. Conclusions

Present a *concise summary* of the most important conclusions here- no new information should be presented.

NOTES:

1. Make sure ALL figures have appropriate DIMENSIONS on the figure.
2. Please be as quantitative and descriptive as possible – bullet points are fine, do not OMIT anything
3. Append any hand-written notes, etc.. if necessary