

Formal Report Checklist

- Is the title concise, descriptive, and original?
- Is the abstract short, including key results, but with no references or formulae?
- Is the report separated into the appropriate subsections (Introduction, Experimental Method, Results and Discussion, Conclusions)? Are these subsections clear and appropriately labelled?
- Does the introduction include the physics and background information required to understand the experiment? Are all equations labelled, variables defined and referred to in the text of the introduction?
- Is there a clear description of the experiment? Is there a description of the apparatus used in the experiment? Does the report avoid providing instructions (rather than the description that should be provided)?
- Are all relevant formulae presented correctly?
- Is all information from all external sources, including the lab manual, correctly cited?
- Do all figures and tables have captions and labels? Are all the figures clear? Are all appropriate parts of the figure labelled (i.e. axes labels)?
- Is an error estimate included for all measured or calculated values?
- Is a brief summary of the main results included in the conclusions?
- Are all pages numbered?
- Does the report use reputable sources of information?
- Is there proper grammar, spelling, sentence and paragraph structure throughout the report?
- Is there a consistent reference and bibliography style throughout my report?
- Is the report written in consistent style, e.g. no random switching between active and passive voice? (See example papers in Formal Report Guidelines.)
- Does the report have not more than four figures and not more than 2 tables (including the appendices)? If more, is there a compelling reason?
- Is the report too long (i.e. >6 pages or 2500 words) or too short (i.e. <4 pages or 1500 words)? (A standard page in 12pt Times font without any figures is about 500 words.)

Approximate Formal Report Marking Scheme

Your review of the other student's draft:	6%
Title (concise and different from the title of the original experiment)	4%
Abstract (one short paragraph with main results; no references, no formulae)	5%
Introduction, Physics, Theory and Background (including formulae)	12%
Clear description of the experiment	10%
Clarity, correct format and correct captions for figures and tables	8%
Error analysis, propagation, and significant figures; presentation of correct errors for all measured or calculated values	10%
Clarity of presentation and discussion	10%
Conclusion with clear brief summary of the main results.	10%
Appropriate separation of the document into subsections <ul style="list-style-type: none"> • Introduction • Apparatus and methods (may be in combination) • Results and Discussion (may be separate) • Conclusion (Appendices are allowed, but are strongly discouraged since this is a Letter style article. Appendices cannot be used to get around the length limits given below.)	10%
Grammar, spelling, sentence structure, etc	5%
References and bibliography	5%
Overall style and consistent voice, length (3-5 pages without figures → 1500-2500 words, figures ≤ 4 and tables ≤ 2 ; these limits include any appendices.)	5%

Note that word-counts outside the 1500-2500 word limit range will in majority of cases lose marks proportional to how far outside the range they fall. Formal Reports that arrive late will have their marks reduced by 10% per business day of lateness or portion thereof.