



REPORT PREPARATION GUIDE FOR LABORATORY or PRACTICE COURSES



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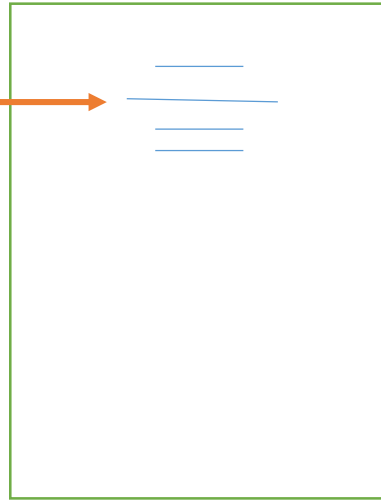
REPORT WRITING AND SCORING

1. Title	5	}	IT WILL BE DONE BEFORE YOU COME TO EXPERIMENT!
2. Introduction	20		
3. Experimental Procedure	20	}	TO BE DONE AFTER THE EXPERIMENT!
4. Results and Discussion	50		
5. References	5		

1. Title

5

- I. Experiment No.
- II. THE NAME OF THE EXPERIMENT
- III. Student name
- IV. Name of group mates
- V. History

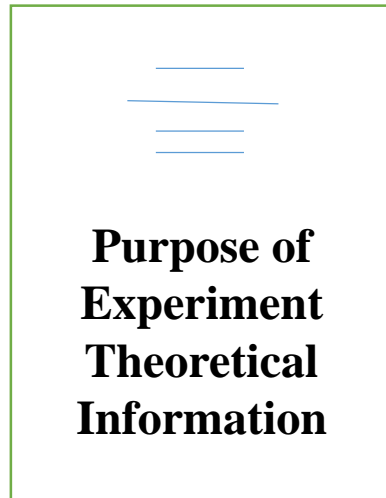


**THESE TWO PART
(TITLE AND
INTRODUCTION)
IT WILL BE DONE
BEFORE YOU COME TO
THE LABORATORY!**

2. Introduction

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- I. Purpose of Experiment
- II. Theoretical Information



PURPOSE OF THE EXPERIMENT: Under this heading, the purpose of the experiment is written in a short, simple and clear way.

THEORETICAL INFORMATION: What is written in this section should form the basis of the subject, redundant, unnecessary and repetitive information should be avoided, and should be written simply and clearly. Basic information about the experiment can also be written in this section. It is sufficient to write as much as the part reserved for this section.

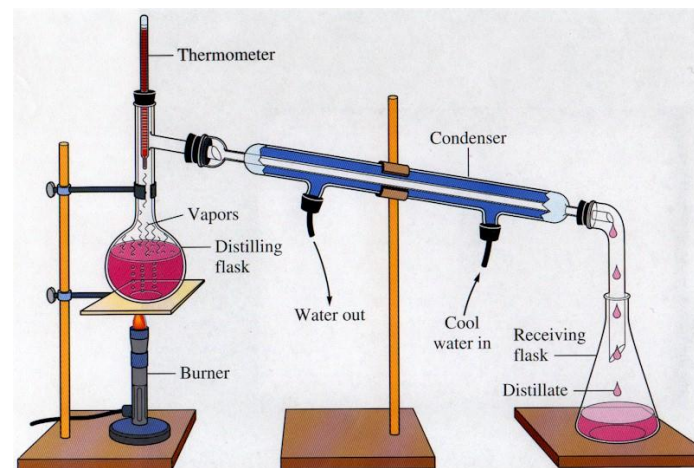
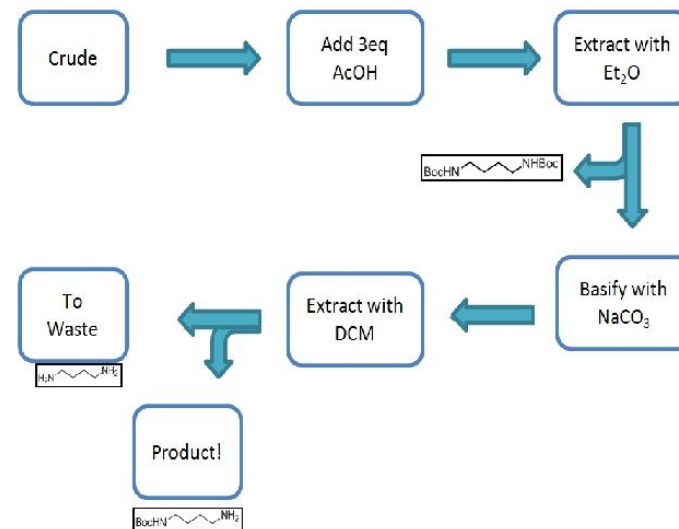
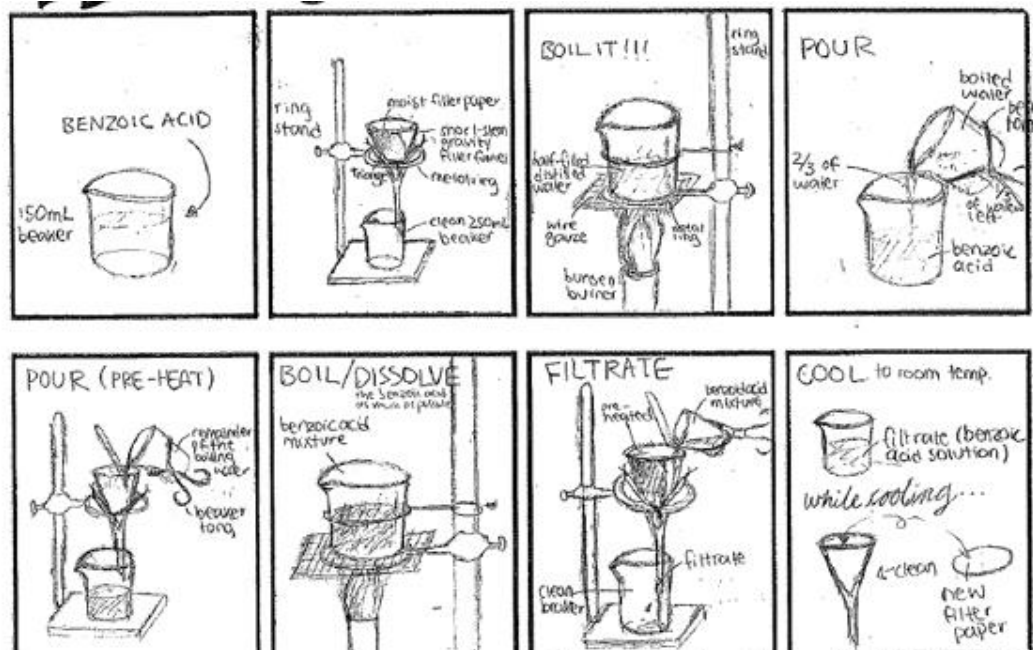
It should provide sufficient infrastructural information!..

It should not be exaggerated, it should not be written too long!..

3. Experimental Procedure:

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Experimental procedures should be clearly explained in order. You can get information about this part from your test sheet.



If there is a mechanism in the experiment, it must be drawn.

4. Results and Discussion



Results:

In this section, the test results should be given without any comment. The results can be given in the form of tables, drawings, graphics, photographs and so on.

All tables, graphics and drawings should have descriptive names, symbols, abbreviations or special methods used should be specified.

Drawings, tables, graphics should be numbered separately and each number should be specified in the report.

If necessary, the data obtained during the experiment and the necessary calculations are made in this section.

Discussion:

This section should not re-include the results, interpret the data, and establish relationships between the data based on existing theory and knowledge.

If the results in your experiment are appropriate, you can speculate. Your suggestions for improvement regarding the experimental technique or setup can also be included in this section.

In this section, you should write logical explanations for the acceptance or rejection of your hypothesis. At the same time, you can suggest future experiments that will remove any doubts in your results in this section.

5. References (Literature)



In this section, you should list all the articles or books that you refer to in your report.

You should not prepare the list in any arbitrary order.

Different literatures are written in different formats. The format for the most common types of literature is given below.

For the book: Authors' name (abbreviated) and Authors' surname, "Title of work", edition number, Publisher, Publication year.

Example: R. E. Collin, "Foundations for Microwave Engineering," 2nd ed., McGraw Hill, 1992

For the article: Name of the authors (abbreviated) and surname of the authors, "Name of the work", Name of the journal, volume number, page number, year.

Example: Costa and S. Pupolin, "MiQAMiOFDM system performance in the presence of a nonlinear amplifier and phase noise," IEEE Transactions on Communications, vol. 50, p. 462-472, 2002.

For Internet or application notes: Name of the institution or person who prepared it if known, "name of the document", address of the internet source from which it was obtained, year.

Example: B. Nelson, "PowerLineCarrierResearchProject", venus.ece.ndsu.nodak.edu/~ronelson/Presents/Mipsycon_final.ppt, February 2007

General rules to be followed while preparing a report

1. The metric system should be used in your measurements. Calculations **must have units**.
2. The use of first person singular and plural person should be avoided in the report. Statements must be made through **third persons**. Instead of “We weighed the solids and put them in the flasks”, the phrase “Solids were weighed and put in the flasks” should be used. It should be expressed as made, heated, transferred, received, filtered.
3. After writing the report, it should be read once, and any inconsistencies or deficiencies should be corrected.
4. While preparing a report, one should be careful as if it is preparing it for someone who has no knowledge about the subject.
5. The report must be prepared in accordance with the **format given** above, without skipping any section, by giving the information required by all sections.
6. You will not be evaluated as a group, so their reports should be written **individually** and no one's report should be like anyone else's.