Check List for Lab Reports

Below you will find the standards of a lab report.
Of course these are not all topics we are looking for, but it is a good base to start from. So be sure to fulfil **at least** these points and look for the exemplary report.

General:

	Standard not fulfilled
Table of contents	☐
Pagination *(not handwritten)*	☐
Margin for corrections *(5cm to the right-hand side)*	☐
Introduction to the experiment	☐
Additional information from supervisor or deviation from lab manual	☐
Device list *(precise device designation!)*	☐
Clear schematic diagrams with correct symbols	☐
Separation of experimental and analysis part *(calculated data is a part of the analysis, not a part of the experimental)*	☐
Structured analysis and concise answers to the questions	☐
Conclusions from the results	☐
All tasks performed	☐
Literature / sources specified	☐
Lab notes attached	☐
Prior Lab reports attached *(if sequel assignment)*	☐
Variables are italic, units are not italic, blank between symbol and unit *(in formulas too)*	☐

Tables:

	Standard not fulfilled
Variables are italic	☐
Stating of units *(including conversion factor; not italic)*	☐
Order and structure	☐
Attach a "– " to cells without measured data	☐
Table caption *(Table ##: <content of table>)*	☐
Measured data correct and complete recorded *(significant figures, all data recorded)*	☐
Content of table discussed	☐
Comment on missing / neglected data	☐
State formulas for calculated values	☐

Diagrams:

	Standard not fulfilled
Variables are italic	☐
Stating of units *(not italic)*	☐
Drawing curve through data *(interpolated)*	☐
Correct axes labelling *(variables, units, origin, arrows in ascending direction)*	☐
Discussion of diagram	☐
Comment on missing / neglected data	☐
Figure caption *(Figure ##: <content of diagram>)*	☐
No calculation or description within the diagram	☐

Formulas:

	Standard not fulfilled
Stating the origin	☐
Comment on all variables *(if not in schematic diagram)*	☐
Comprehensible derivation	☐
Enumeration of formulas on right-hand side *(if referred to)*	☐
Correct typesetting of formulas *(no . or *, correct roots, fractions …)*	☐