**Biology Lab Report Checklist**The references are to page numbers in the Fifth Edition.

**TITLE (pp. 88-89)**

* Descriptive and concise

**AUTHORS**

* Each author’s first name is followed by his/her surname

**ABSTRACT (pp. 87–88)**

* Contains an introduction (background and objectives)
* Contains brief description of methods
* Contains results
* Contains conclusions

**INTRODUCTION**

* Starts with a general introduction to the topic (pp. 84–86)
* Contains a question or unresolved problem (pp. 84–86)
* Contains background information supported by in-text references (pp. 84–86)
* The selected references are directly relevant to the study (pp. 84–86).
* The in-text reference is formatted correctly according to the Name-Year, Citation-Sequence, or Citation-Name system (pp. 89–95).
* Information obtained from a reference is paraphrased. Direct quotations are not used (p. 90).
* The objectives of the study are clearly stated (pp. 84–86).

**MATERIALS AND METHODS**

* Contains all relevant information to enable a person with appropriate training to repeat the procedure (pp. 55–57).
* Routine procedures are not explained (pp. 57–58).
* Complete sentences and paragraphs are used—do not make a numbered list (p. 55).
* Past tense is used because these actions were done in the past and completed (p. 55).
* Passive voice is used to emphasize the action (active voice is allowed in some disciplines) (p. 55).
* Materials are not listed separately (p. 57).
* No preview is given of how the data will be graphed or tabulated (p. 58).

**RESULTS**

* Tables and figures are described in numerical order. The descriptive text for a table or figure immediately precedes that table or figure (see, for example, Figures 4.1, 4.3, and 4.4).
* Results are described in *past tense* (p. 79).
* Every sentence in the text is meaningful (p. 79 and pp. 108–110). Sentences such as *The results are shown in the figure below* are not meaningful.
* When a result is described, the figure showing that result is referenced, preferably in parentheses at the end of the sentence (p. 77–78).
* There are no tables and figures that are not described.
* The figure caption is positioned *below* the figure (p. 67). The table caption is positioned *above* the table (p. 63).
* Figure and table titles are informative and can be understood apart from the text (pp. 63–64 and 67–69).
* The results are not explained (p. 78).

**DISCUSSION (pp. 81–84)**

* The results are *briefly* restated.
* The results are explained and interpreted.
* Past tense is used when referring to your own results. Present tense is used to state scientific fact, which is information supported by experimental evidence and replicated by many different scientists. Results in journal articles are considered to be fact until other studies present evidence to the contrary (p. 54).
* The results are compared with those in journal articles.
* The results are related back to the original objectives stated in the Introduction.
* Any errors and inconsistencies may be pointed out.
* The significance of the results or their implications may be discussed in a broader context.

**REFERENCES (pp. 89–101)**

* The references consist mostly of journal articles, not secondary sources such as textbooks or websites.
* The references are formatted correctly and contain all the required information.
* All references listed in this section have been cited in the text. All in-text references have been included in this section.
* Reference management software saves time formatting references (pp. 24–30).

**REVISION**

* All questions from the laboratory exercise have been answered.
* Calculations and statistics have been double-checked (p. 105).
* The overall structure of the manuscript is correct (pp. 104–105).
* The overall structure of each section is correct (pp. 105–106).
* Figures and tables are formatted correctly (pp. 60–73).
* Sections, paragraphs, sentences, and words are coherent and meaningful (pp. 105–112).
* Individual words are used appropriately for the situation (pp. 112–120).
* All sentences are grammatically correct (pp. 121–124).
* All words are spelled correctly (p. 124).
* The correct punctuation marks are used (pp. 125–129).
* Abbreviations for unfamiliar terms are defined the first time they are used (p. 129).
* Standard abbreviations are used for units (Table 5.5; pp. 130–131).
* Numbers are formatted correctly and, when applicable, are followed by units (pp. 129–132).
* The format for section headings, lists, figures, tables, references, and typography is consistent (Table 5.6; pp. 132–133).