

Name _____

Lab Report Checklist

Instructions: Place a check mark next to each of the items in the checklist below after you have taken the appropriate action. Then attach this sheet to the front of your report before you hand it in. Serious deductions will occur if you have not done each item in this list meticulously!

- I checked every use of **affect** and **effect** and each one is correct. **Affect** in every form has been replaced by increased, decreased, inhibited, stimulated, etc. **Effect** is only used as a noun to mean "result" as in "the effect of light was..." Neither **affected** nor **effected** is found anywhere in my paper.
- I have checked every instance of **its** and **it's** and have used the correct word each time. **Its** (without the ') means "belonging to it" as in "its color was red." **It's** is a contraction meaning "it is" and, as with any contraction, has been removed from my paper.
- I have checked each sentence in my paper. Each one has a real subject and a real verb so that there are no fragments of sentences in my paper.
- I have checked each verb for correct tense (almost always past tense!).
- I have checked each combination of subject(s) and verb for number agreement. Plural or multiple subjects have plural verb forms. Individual subjects have singular verb forms.
- I have found every use of the word **data**, and have made sure any connecting verb is in the plural form: "data were collected"
- I have run a spell checking program over my paper (Microsoft Word apple-L) to be sure all simple words are correctly spelled. Words outside the computer's dictionary have been checked against the textbook or a Collegiate Dictionary.
- The pages have one-inch margins all around. The typeface is 12 point Times and the paper is double-spaced on plain white paper. The pages are numbered in the upper-right corner. The pages are printed one-side only.
- I have proofread my paper, and have corrected any errors neatly in ink.
- The sections of my paper are in order: title, abstract, introduction, materials and methods, results, discussion, literature cited.
- My pages are all present in order...this page is the cover page...stapled in the upper-left corner...there is no cover, folder or binder.
- My name is written in the blank above.