

## GUIDELINES FOR THE FORMAL WRITTEN REPORT.

- Use a computer. Make the paper easily readable. Your reader will give more credence to a report having a professional appearance.

- Grading will be based on the following criteria.

1. **Focus.** Does the paper have a clear central idea? In this case, what is the objective of the calculations? How does the procedure achieve the objective? Are the data and results consistent with the objective?

2. **Development.** Is the subject accurately and logically developed? Are the conclusions appropriate? Have the data been analyzed for possible errors?

3. **Organization.** The report must be clearly presented. Use sections, subsections, and paragraphs to guide the reader through the reasoning of your report.

4. **Diction.** Use words, tables, diagrams, and graphs precisely and effectively. Use the correct scientific vocabulary.

5. **Mechanics.** Conform to accepted standards of grammar, punctuation, and spelling. Adopt a style acceptable for scientific publication, e.g., Journal of Physical Chemistry, or Journal of the American Chemical Society. Reading is essential to acquire a good writing style.

6. **Authorship.** Adopt a stance which is clear, consistent, and appropriate to your readers. Assume a readership of your peers.

7. **Scholarship.** Cite appropriate references.

- Reports will be graded and returned promptly. A score of 90% or better is required. If your score is less than 90% you must revise the report and submit it again within one week.

### FORMAT

The following format should be used in the Major Written Reports.

#### **TITLE**

Give the title with the Authors name(s)

#### **ABSTRACT**

Give a short synopsis of the experiment and results. Include the values and the error associated with it.

#### **INTRODUCTION**

Why was the calculations done? What results were you trying to obtain?

#### **METHOD(s)**

Procedure used. Approximation, Method and Basis set used.

#### **RESULTS AND DATA ANALYSIS [errors]**

This should be calculations and results of calculations.

The errors should be included.

#### **DISCUSSION OF RESULTS AND CONCLUSION**

A discussion of the results should be done as well as a conclusion should be written.

#### **ACKNOWLEDGEMENTS AND BIBLIOGRAPHY**