

## WRITER'S CHECKLIST

Does the title

- ☐ convey the major focus of your study? ([p. 520](#))
- ☐ use only words and abbreviations familiar to your readers? ([p. 520](#))
- ☐ use keywords that readers would likely use to search for research in your subject area? ([p. 520](#))

Does the abstract

- ☐ state the problem or question addressed by your study? ([p. 520](#))
- ☐ summarize your approach? ([p. 520](#))
- ☐ summarize key results and conclusions? ([p. 520](#))
- ☐ briefly discuss the implications of your study? ([p. 520](#))
- ☐ make sense to readers who have not read your entire report? ([p. 520](#))

Does the introduction

- ☐ concisely review research relevant to your study? ([p. 521](#))
- ☐ explain how your study contributes to the field? ([p. 521](#))
- ☐ state the purpose of your study? ([p. 521](#))
- ☐ briefly describe your methods? ([p. 521](#))

Does the materials and methods section

- ☐ describe the materials and equipment used (if appropriate)? ([p. 522](#))
- ☐ describe your procedures with enough detail for readers to understand what you did? ([p. 522](#))
- ☐ address any problems encountered and describe your solutions? ([p. 522](#))
- ☐ include a description and rationale for any subjective measurements? ([p. 522](#))
- ☐ present information in a logical order? ([p. 522](#))

Does the results section

- ☐ summarize all the data relevant to the question or hypothesis you discussed in your introduction? ([p. 523](#))
- ☐ exclude data not applicable to your argument? ([p. 523](#))
- ☐ emphasize important trends and patterns? ([p. 523](#))
- ☐ use text and graphics to present data concisely? ([p. 523](#))
- ☐ introduce and explain (if appropriate) each graphic in your text? ([p. 523](#))
- ☐ avoid interpreting, analyzing, and speculating about data? ([p. 523](#))

Does the discussion section

- ☐ address the question or hypothesis discussed in your introduction? ([p. 524](#))
- ☐ address the major trends, magnitudes of values, associations, patterns of statistical significance, and exceptions that emerged from your study? ([p. 524](#))
- ☐ present plausible explanations for your results? ([p. 524](#))
- ☐ support your argument with data from your results? ([p. 524](#))
- ☐ compare your work to and comment on relevant work of other researchers? ([p. 524](#))
- ☐ comment on problematic or "negative" results (if appropriate)? ([p. 524](#))

Does the conclusion section

- ☐ briefly review the purpose of the research or experiment? ([p. 524](#))
- ☐ summarize important implications of the findings? ([p. 524](#))
- ☐ avoid introducing new information? ([p. 524](#))

Does the acknowledgments section

- ☐ thank the people who helped you conduct the lab or write the lab report? ([p. 524](#))
- ☐ identify any sources of financial support for the study? ([p. 524](#))
- ☐ identify only people and organizations that have specifically given permission to be listed? ([p. 524](#))

Does the references section

- ☐ identify each source cited in your lab report? ([p. 525](#))
- ☐ contain complete and accurate information for each citation? ([p. 525](#))
- ☐ follow your instructor's preferred format for references? ([p. 525](#))
- ☐ Do the appendixes contain information not needed to understand the body of your report? ([p. 525](#))