**Title (keep it short and informative)**

*List of persons involved in the project*

Before you start writing the project:

1. Start with the end in mind. You should know how the report will look at the end before writing your first proper sentence. (1) figure out what you want to say, (2) plan the order and logic of your arguments, and (3) craft the exact language in which you will express your ideas.
2. When writing always keep this rule of thumb in mind: write as little as possible and as much as necessary
3. Each paragraph should be understood by itself - A paragraph should begin with a *topic sentence* that sets the stage clearly for what will follow. The contents of a paragraph should reflect the topic sentence. Make topic sentences short and direct. Build the paragraph

from the ideas introduced in your topic sentence and make the flow of individual sentences follow a logical sequence.

1. Never write in personal form (e.g., never write: “I mixed solution A with B”)
2. Use either a point or comma as decimal separator and be consistent with it. Point is recommended, since it is the English standard (e.g., 10.3 M)
3. Captions should not merely name a table or figure. They should explain how to read it.
4. Experimental section is always written in simple past
5. All figures must be numbered and have a proper description. Equations must also be numbered
6. Introduce abbreviation at the first time you mention it and then put the abbreviation in parentheses. Example: Gold nanorods (AuNRs)
7. Before editing your protocol finish the writing of the first version
8. Never share your manuscripts before checking the grammar. Use Grammarly. If you are non-native speaker, use DeepL to translate your English text into your mother-tongue text. Your will see how the meaning of a single word can alter the context of an entire sentence or even paragraph.
9. Do Not Turn in a First Draft! - Their first drafts are terrible. "Good writing is rewriting," and you should make a serious effort at editing, rewriting, and fine-tuning before you give the manuscript to anyone else to read.
10. Write about your results, not your tables, figures, and statistics

**Abstract**

At the top of any journal article (scientific or not), you will find an abstract. The abstract is a concise and yet detailed summary of the report. It exists so that very busy researchers can learn what you've achieved and how you've achieved it, without having to read your whole report. It should contain the purpose of your experiment, the method and conditions used, the results, and your conclusions. It should be no longer than a short paragraph.

**Introduction and Aim**

What's this all about? Why do this experiment? In this section, include any theory that may be relevant to understanding your report. Position your readers; prepare them for what they are about to read. Tell them why you're doing what you're doing. Present information that suggests why your work is interesting, why the method you've chosen may prove successful, and what conclusions may be drawn from the experiment. Keep it short and general: save the juicy bits for the discussion section (described below). The introduction should be no longer than a 1⁄2 to 3⁄4 of a page (single-spaced).

**Methods**

How exactly did you do it? This section should look like a recipe out of a cookbook. Share your operating procedure (exact volumes, amounts, incubation times, etc.), so that your results can be reproduced by other researchers. Usually, you will be borrowing the procedure from a lab manual, a textbook, or a journal article, so don't bother copying the whole thing out: it is sufficient to make reference to the source. However, any changes that you bring to that prescribed procedure must be mentioned here.

**Results**

What happened? When preparing to write your results, decide on the elements of the story you wish to tell, then choose the subset of text, figures, and tables that most effectively and concisely coveys your message. Organize this subset of tables and figures in a logical sequence; then write your story around them. All tables and figures (graphs, diagrams) should be numbered and labeled. This is so you can refer to them in your discussion section. The results section should also include your sample calculations, if any.

**Discussions**

What did you do? Why? What happened? Why? This is the most important section of your report. This is where you give a detailed account of what happened in the experiment. Begin a Discussion with a short restatement of the most important points from your results. Start with what you can say clearly based on what you did, not what you cannot say or what you did not do. Use this statement to set up the ideas you want to focus on in interpreting your results and relating them to the literature. Use sub-headings that structure the discussion around these ideas.

* The most important question here is, why? I want to see that you understand the chemistry, physics and whatever else you need behind the experiment.
* The discussion section is also where you interpret your results and draw conclusions. Refer to your tables and diagrams. You should be comparing your results to expected values (calculated or from the literature) - this often means doing some research in the library.
* Often experiments done in a lab setting do not work out on the first try, so it is normal to not achieve exactly what you sought out to. If you obtained poor results, the discussion section is your opportunity to hypothesize as to why. This will be the longest part of your report, but two pages should be plenty.

**Conclusions**

What, how, what happened and why?The conclusion section is very similar to the abstract. It's just a quick overview of what was done and how. More emphasis can be put on the results and on how future experiments may further inform the theories discussed in the introduction.

**References**