

Scientific Report (SPF) Checklist

This checklist is to help you quality control your practical reports and project dissertation. It is based on the document 'How to write an SPF' which you are advised to read before writing your report.

This checklist only works if you read your work objectively and can put a tick for every line. We still cannot guarantee a first!

		✓/ x
	Title	
1.	I have written a title.	
2.	The title (10 – 12 words max) describes what my study is about.	
	Abstract	
1.	I have written an abstract.	
2.	The abstract is <250 words.	
3.	It contains the aims/objectives...	
4.	...the methods	
5.	...the main results (with numbers and p values)	
6.	...a conclusion.	
7.	If someone read my abstract they would know exactly what happened in my study i.e. it is 'stand alone'.	
	Introduction	
1.	I have written an introduction.	
2.	The introduction contains references relevant to my study.	
3.	I have read the full text of the papers or chapters of books I have cited.	
4.	I have properly referenced my citations and have checked the format against the guidelines in the undergraduate handbook.	
5.	I have clearly stated my research question and/or hypothesis in the final paragraph.	
6.	The reader can clearly see from reading my introduction how I came to my hypothesis or why I have posed my research question.	
7.	I have compared my introduction with one in a published paper and it looks good to me – especially the final paragraph.	
	Methods	
1.	I have written a methods section.	
2.	My methods are written in the third person, passive voice and past tense.	
3.	The methods section has subsections: e.g. participants/subjects, protocol, statistics.	
4.	If the study involves participants (subjects) I have adequately described them in terms of groups, gender, age, body mass etc.	
5.	I have adequately described my experimental protocol in terms of control(s), balancing, randomisation and 'blindness'.	
6.	I have given the make, model and supplier for key equipment.	
7.	I have given the name and version of all software used.	
8.	I have compared my methods section with one in a published paper and it looks good to me.	

	Results	
1.	I have included all of the results that I wish to discuss and that I mentioned in the methods.	
2.	If I have a lot of results I have included subsections that match the subsections in the methods.	
3.	I have not included any raw data in the results section.	
4.	I have NOT put raw SPSS output into my results section.	
5.	I have given all figures and tables informative titles.	
6.	I have not written 'Graph (or table) to show.....'	
7.	All data throughout the report have correct SI units.	
8.	All non-standard abbreviations are defined in the footnote to the table/figure and/or when first used in the text.	
9.	I have labelled all axes and they have units.	
10.	I can look at any figure/table in isolation and it makes sense.	
11.	Any figure that displays mean values contains error bars ($\pm 1SD$)	
12.	None of my figures/tables replicate each other.	
13.	None of my tables/figures are on >1 page.	
14.	Every figure/table is explained (and referred to by figure number) in the text in this section.	
15.	I have used a sensible number of decimal places that reflects the precision of my measures.	
16.	I have shown the statistical significance of any effects (p value).	
17.	I have described the direction of any effect i.e. 'increased', 'reduced' etc.	
18.	I have NOT evaluated or discussed the results in this section.	
	Discussion	
1.	My discussion includes an initial paragraph summarising the aims and results of the study (not in statistical terms).	
2.	I have discussed ALL of my results and compared them to other relevant studies (that I have properly cited and referenced).	
3.	I have only discussed results that are described in the results section.	
4.	I have been critical in discussing my results, commenting on limitations but not rubbishising my work.	
	Conclusion	
1.	I have written a concluding statement summarising what was found and....	
2.	what this adds to current knowledge and....	
3.	(if appropriate) how it might inform practice.	
	References	
1.	I have checked that my references are in the correct style.	
2.	My references are in alphabetical order by first author surname.	
3.	All of my references appear as citations in the text.	
4.	I have referred mainly to articles in peer reviewed journals.	
	General	
1.	I have spell and grammar checked and proof read my work (and/or someone else has) and it makes sense.	
2.	...there are no typos.	
3.	...nothing is missing (all my pages are present and numbered).	
4.	My word count is within the specified guidelines.	
5.	I have checked carefully for correct format (e.g. line spacing).	