The Final "Executive" Report

Length: A total of no more than six (6) written pages in the body of the report. Appendices and references in addition (not to exceed 10 pages for the appendices). These designations are based on 10 point Times font with a space and a half between lines.

Title Page

I Summary and Recommendations
   What are the significant findings that you have made and, briefly, how did you experimentally find them? What do you recommend should be done next? One-two paragraphs.

Table of contents:
   Sequentially numbered pages from below.

II Abstract
   A brief view of what you did and how it contrasts with the prior studies. Restate the conclusions and give any quantitative findings. One half page.

III. Introduction and Background.
   Describe the prior studies and their results relevant to your studies. Introduce any new theoretical bases for your analyses. You should reference the literature and prior student reports, properly cited. One Page.

IV Experimental
   What did you do that was different from prior studies (by prior groups). Do not describe the experimental set up in any detail here, only any changes that you employed in your studies. One page.

V. Results
   Document your results and comment on the trends that you have found. Refer to figures and tables where these results are presented. Figures and tables in appendices and referred to herein. One and a half pages.

VI. Discussion
   How do the results relate to the prior work (in III, above)? Are they consistent with the theories presented. Provide the arguments for your conclusions and recommendations. One and a half pages

References (bibliography)
   Properly cited in text. If you use books, refer to specific pages used. If you cite prior reports, cite authors and dates as well as specific pages.

Appendices: Sequentially numbered figures and tables of data referred to in the text. Descriptive captions and titles. Proper references giving page numbers for books if only a portion of the book was relevant and was used. These could either be numbered or use the Authors name(s) and date in the text III and VII, above.
   Copies of your lab notebook pages and your SAFE forms are attached but are not numbered.