

The Formal Report

Use a professional font (ask if you are not sure)

Use 12 – 14 point for text

Use 16, **BOLD** for titles

Double Space

Lay out your report like this:

Cover Sheet	Question	Table Of Contents ~~~~~ 1 ~~~~~ 2	Abstract ~~~~~ ~~~~~ ~~~~~ ~~~~~ 1	Background Information ~~~~~ ~~~~~ ~~~~~	Hypothesis 3	Materials 4
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Each part of the project is on a separate, numbered page.

~~~~~ **OR** ~~~~~

### **Lay out your report like this:**

|             |          |                                         |                                                   |                                                                   |                                            |                                                       |
|-------------|----------|-----------------------------------------|---------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|
| Cover Sheet | Question | Table Of Contents<br>~~~~~ 1<br>~~~~~ 2 | Abstract<br>~~~~~<br>~~~~~<br>~~~~~<br>~~~~~<br>1 | Purpose<br>~~~~~<br>~~~~~<br>Background Information<br>~~~~~<br>2 | ~~~~~<br>~~~~~<br>Hypothesis<br>~~~~~<br>3 | Materials List<br>1.<br>2.<br>Procedure<br>~~~~~<br>4 |
|-------------|----------|-----------------------------------------|---------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|

The first three pages (cover sheet, question, table of contents) are separate, unnumbered pages. The rest of the report is put together with different parts of the project separated by bold, **16 point titles**.

*If you are handwriting the report, underline the titles.*

The pages are numbered after the table of contents.

Put your chart on a separate page.

Put your graph on a separate page.

Each part of your report is included in the final report.