



A Checklist for **Lab Reports and Scientific Papers**

- Is the title concise, and does it adequately describe the contents?
- Are the appropriate headings and subheadings included and in proper order?
- Are the tone and style appropriate? Scientific writing is intended to be more factual than entertaining: leave out descriptive language, anecdotes, personal opinions, humor, or dialogue.
- Does the writer use passive voice? (Ex: “Solution A was centrifuged” not “I centrifuged solution A.”)
- Is the past tense used for describing procedures and present tense for describing results and conclusions?
- Are sentences short and to the point, expressing facts clearly and concisely? Does the writer answer all the basic questions about the topic?
- Have disciplinary conventions related to symbols and abbreviations been observed?
- Are figures and tables numbered and accompanied by explanatory captions? Are they introduced before they appear in the text?