

## APPENDIX B: SHORTENED LABORATORY REPORT FORMAT

The shortened laboratory report format is based on the Extended laboratory report format, but the requirements for several sections are reduced. The elements of this laboratory reports are:

1. **Title.** Your title should be concise description of the work.
2. **Author and Affiliation.** This is your full name (e.g. Stuart R. Borrett) and your institution, which is University of North Carolina Wilmington. You should also list you laboratory section (e.g., BIOL 366-201). If this is a team assignment, all team members should be listed as coauthors.
3. **Introduction.** In a three to four sentences you should summarize the **objectives** of the laboratory work you are reporting. This should include a summary of the learning objectives as well as the science objectives. In addition, clearly state the hypotheses tested (if any).
4. **Materials and Methods.** When you are following the procedures described in the laboratory manual, you may simply cite the laboratory manual. However, please make sure to document any deviations you make. This should be written in the past tense.
5. **Results.** Same as extended laboratory report
6. **Discussion.** Same as extended laboratory report.
7. **Acknowledgments.** Same as extended laboratory report
8. **Literature Cited.** You may cite more than the laboratory manual, but it is not required.

*Example of proper reference formatting.*

Borrett, S.R. (editor). General Ecology Laboratory Manual. University of North Carolina Wilmington, Wilmington, NC. <http://people.uncw.edu/borretts/teaching.html> (accessed Jan. 22, 2010).

9. **Tables.** Same as extended laboratory report
  10. **Figures.** Same as extended laboratory report
- Additional instructions.** Same as extended laboratory report