PRELIMINARY REPORTS

SUBMISSION AND FORMATTING REQUIREMENTS

1. A preliminary report is your group’s "admission ticket" into lab. Therefore, it must be submitted no later than the beginning of the first lab period the experiment is scheduled. The report should be submitted as an attachment to an e-mail message addressed to the laboratory supervisor. The subject line of the e-mail message should be formatted in the following manner:

SUBJECT: Exp3pSec2Group4

The above is an example for the e-mail submission for the Experiment 3 preliminary report from section 2, group 4, specifically:
• Exp3: indicates the attached report is written for Experiment #3 (numbered according to the lab schedule)
• p: the attachment is a preliminary report
• Sec2: the group’s Section number is 2 (according to your class registration)
• Group4: the group’s number is 4 (group numbers will be assigned sometime between the 1st and 3rd weeks).

NOTE: Failure to use the above formatting will increase the likelihood of delayed grading and/or point deductions.

2. Each report must contain a title page with the following items:
• Title of experiment
• Type of report (Preliminary or Final)
• Date submitted
• Laboratory Section and Group Number
• Names and e-mail addresses of those contributing to the report.

3. The remainder of the Preliminary Report should contain the following sections. Answers to specific questions in the pre-laboratory exercises should be included in the appropriate report section.

A. INTRODUCTION

The introduction should be only one paragraph in length and should not include procedure. The introduction should explain the following:
- The purpose and/or objectives of the experiment
- What system will be studied
- How the system will be studied
- The types of measurements that will be made.

B. THEORY
This section should include the following:

- Fundamental principles underlying the experiment.
- Definitions of important terms and/or concepts.
- Derivations that add to the understanding of the fundamental principles underlying the experiment.
- Any assumptions made in the derivations and/or development of this section.
- All equations that will be used during the performance and reporting of this experiment, along with definitions of all terms and symbols and how they relate to the measurements that are to be obtained. Use narrative to describe how the equations relate to the calculation of the experiment's objective(s).
- Number each equation according to the miscellaneous formatting guide.

NOTE: The experimental information available on the lab web pages are not all inclusive and a copy of the theory section from the experiment's web page is insufficient background to perform the experiment and is therefore unacceptable.

C. PRELIMINARY LAB EXERCISES

This material must be completed as preparation and understanding of what you will be doing in the laboratory. Be sure to ask your instructor, lab supervisor, or the faculty advisor if you do not know how to complete the exercises. Your mastery of this material will be ultimately graded in the final report!

D. EXPERIMENTAL PROCEDURE

This section should describe how all reagents will be prepared, a description of how and why various measurements are made, and how these measurements will be used to calculate the experiment's objective(s). Include sample calculations with narrative/subtitles that describe them and/or their purpose. Use numbers, letters, or bullets to make the outline easier to follow. Be sure to print out a copy for your group to follow during the experiment!

SAFETY

This section should include a description of all chemicals used in the experiment, applicable physical constants (important to the experiment), acute (as opposed to chronic) chemical hazards associated with each, and a procedure for the safe disposal of unused chemicals and any accidental spills. This information may be obtained from an MSDS found on the Internet or from other safety literature. Do not attach an MSDS to the pre lab! Equipment and other safety concerns (general or specific) should also be addressed in this section.

REFERENCES

This section should contain a list of all references used in the preparation of the report. Quotes, literature data/values, specific theory and/or equations, or other specific information should be cited within the body of the text. See Style and Formatting for more detailed information concerning referencing.