

# **Felles Lab: Short Report Guidelines**

2009-08-28 Heinz, A Preisig

## ***Title Page***

Title, author(s) name(s), supervisor, course number, date

## ***Introduction***

Describe in about 200-500 words briefly the project, the objectives and goals.

## ***Theory***

A brief summary of the applicable theory and the characteristics of the plant usually in the form of a mathematical model, the specification of the operating conditions and the background of the instrumentation, if applicable. Also provide the details on the data processing being employed.

## ***Experimental Procedures***

Outline both the experimental work performed. Provide the details of the operating conditions and a description of details a third person would require to repeat the experiment.

## ***Results and Discussion***

Results should be presented in tables and graphs, as appropriate. A clear explanation should accompany both such that the reader has not trouble to understand the meaning and how the information has been obtained. Contents. Spreadsheets and other extensive listing of original laboratory data and calculations should be relegated to the appendices. The analysis should include a statistical data analysis. It is essential to determine on how much confidence one can have in the experimental results. The discussion should be short and to the point. Problems that were met during the experiment or the data analysis are to be reported carefully any suggestions for improvements. The text should not exceed one page.

## ***Summary and Conclusions***

Summarize the work done and draw your conclusions.

## ***References***

Provide the complete information including author(s), title, journal or if book the editor, volume, number, page numbers x-y and year of publication. for example:

Perry, R.H., and Chilton, C.H., eds., Chemical Engineers' Handbook, 6th. ed., McGraw-Hill, New York (1984).

## ***Appendices***

Measurements, if applicable. Sample calculations. Instrument calibrations. Copy of laboratory notebook pages