439 LAB REPORT EDITING CHECKLIST   April 2008

1.   Did you run Spell/Grammar Check tools to catch obvious typographical, spelling and grammar errors: read carefully, do not arbitrarily accept all proposed changes!

2.   Do you use commas? After opening introductory phrases, in lists, at beginning *and end* of parenthetical phrases in middle of sentences, e.g. Look at semi-colons: are phrases fore and aft of semi-colon independent (= full sentences)?

3.   Format: Are all lab partners noted on your cover page, and is your name clearly indicated? Is each section of lab report labeled?

4.   Tables/graphs: embedded on page where those results are discussed? Did you number your Figures/Tables and give each a title? Are all acronyms defined in a caption (figures) or footnote to the table? Is your y-axis tall enough to effectively illustrate variations in your y-values?

5.   After at least 30 minutes pause, did you re-read for gaps in logical flow of your writing? For typo's and grammar errors? {NEW as of APRIL} For using active and not passive voice? Avoid excessive use of "weak verbs": variations on be/do/make.

6.   Citation check:
a. Do you have at least 3 citations, including at least one "primary" reference (data-based research report in a print journal) ?

b. Do all embedded citations in your text follow format in Citation Guidelines (author(s), year of pub)?   Does every citation have a corresponding entry in your Reference List?

c. Does formatting of listed references in your reference list follow format in Citation Guidelines? Is every listed reference cited within the report?