PRACTICAL REPORTS

This guide is presented as a general outline of the basic requirements for the presentation of practical write-ups by students in biological sciences Reports must be typed. These represent the classical way of writing up practicals (see below). The written account of the experiment must state what you did, why you did it, what you found, and what you make of the results. Be concise, clear, informative and accurate. Your report should be formatted with the following headings:

All reports must be presented in the form of a short scientific paper with the following format (largely taken from the journal Estuarine, Coastal and Shelf Science published by Elsevier, see also website http://www.sciencedirect.com/science/journal/02727714):

FONT, MARGINS & LINE SPACING

Use font size 12 Arial, 2.5 cm margins (in all directions) and double line spacing throughout your manuscript.

TITLE: Give a brief title to the investigation.

NAME, AFFILIATION AND ADDRESS

Provide your full name and the full postal address of your institutional affiliation, including e-mail address.

ABSTRACT: at the beginning of the body of text.

The abstract should be concise and factual (maximum length 300 words) and include only the major findings (results) of the experiments conducted and any special techniques used (developed) should be mentioned but not detailed. The abstract should state briefly the purpose of the research, the methods used, the principal results and a short interpretation of the main findings. It should therefore be written last. An abstract is often presented separate from the article, so it must be able to stand alone.

KEYWORDS:

5 keywords that describe your research.

INTRODUCTION:

Do not refer to any results in the introduction.

A short, concise outline of the problem or subject being investigated, with reference to previous work in the field. The introduction should introduce the reader to the practical scenario and should contain your hypothesis. It should also give a very brief background to the practical technique that your group used and why it is useful. Make sure you reference all the statements in your introduction. For example, if your practical involves the use of sediment coring, then your introduction should describe the how it is done and why, and in particular, the method that you will be using in the practical. At the end of this section, you should state clearly the objectives of the work that was undertaken (i.e explain what the experiment was designed to investigate and the significance of the phenomenon being studied).

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