

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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Phil Hughes,Ed Ferrett

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Introduction to Health and Safety at Work Phil Hughes, Ed Ferrett, 2009 *Introduction to Health and Safety at Work* has been developed for the NEBOSH National General Certificate in Occupational Safety and Health. Each element of the syllabus has a dedicated chapter and both taught units are covered in this book. A chapter on international aspects also makes this book suitable for the NEBOSH International General Certificate in Occupational Safety and Health. Previous editions of this book have been used for other NVQ level 3 and 4 courses in health and safety. Full colour pages and hundreds of illustrations bring health and safety to life. To make studying easier each chapter starts with learning outcome summaries and ends with questions taken from recent NEBOSH examinations. Specimen answers and a study skills chapter aid exam preparation. As an introduction to all areas of occupational safety and health the book acts as a practical reference for managers and directors with health and safety responsibilities and safety representatives. It covers the essential elements of health and safety management, the legal framework, risk assessment and control standards and includes handy forms and checklists. New in this edition: Updated throughout in line with changes in the regulations. Learning outcomes now included at the beginning of each chapter. Companion website with downloadable health and safety forms. Endorsed by NEBOSH. Student friendly presentation in full colour packed with illustrations and photographs. Revision questions and sample answers taken from recent NEBOSH examinations to test your knowledge. Includes a summary of the main legal requirements ideal for both students and managers. A free companion website is also available at www.elsevierdirect.com/companions/9781856176682 and features: Editable health and safety forms. Selected appendices sections in electronic format. Phil Hughes MBE MSc CFIOSH is a former Chairman of NEBOSH 1995-2001 former President of IOSH 1990-1991 and runs his own consultancy. He received an MBE for services to health safety and as a director of RoSPA in the New Years Honours List 2005. Ed Ferrett PhD BSc Hons Eng CEng MIMechE MIET CMIOSH is a former Vice Chairman of NEBOSH 1999-2008 and a lecturer on NEBOSH courses at Cornwall Business School of Cornwall College. He is a Chartered Engineer and a health and safety consultant.

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