**Writing your scientific report: a checklist for each section**

You can use this document as a checklist for each section of your report to ensure you have included all the relevant/required information.

**Abstract**

Where relevant have you included an:

* The research field of the work and explained its importance?
* Cited and referenced the previous research carried out in this area?
* Written about the gaps in the research that you are looking to address with your research question and how it will address the gap?
* Written clearly about the purpose of your research highlighting what is new about it and its importance.

**Introduction**

Where relevant have you:

* Introduced what your broad topic area is?
* Explained what the gap in the literature is that your work will discuss. Outlining how your study will fill that gap?
* Explained what your main argument or conclusion is?

**Methodology**

Where relevant have you:

* Explained how you conducted your experiment?
* Explained why you chose this approach?
* Included references to other literature to reinforce why you made the decisions you did?
* Discussed some of the limitations of your approach?

**Results**

Where relevant have you:

* Written descriptively and in past tense?
* Included tables, graphs, and charts to show your results visually?
* Summarised these visuals and provided references / captions when needed?
* Avoided explaining what your results mean?

**Analysis & Discussion**

Where relevant have you:

* Explained what your results mean and why they are important?
* Used references to compare your results to other experiments to show where your work fits in the field of research?
* Written in present tense?
* Suggested for future pieces of work based on your findings?

**Conclusion**

Where relevant have you:

* Restated why your experiment was carried out. What was the question being asked?
* Summarised your main findings from the experiment and why are they significant?
* Described any limitations of your study?
* Stated how your results have improved your understanding of the problem?
* Summarised what have you learnt from the process?