

Chemistry 100

REPORT FORMAT - General Instructions



1. Reports must be typed, double-spaced, Times New Roman font, 12-point type, with one inch margins.
2. Plagiarism is the crime of copying someone else's written work, without giving them credit. Direct quotations must be enclosed in quotation marks and the source must be referenced (e.g. Smith, 2003, p. 47). Ideas paraphrased from the writings of other authors must also be cited (e.g. Jones, 1998). If you copy sentences from a source, you have committed plagiarism. Students who engage in plagiarism will receive a grade of F and will be referred to Student Judicial Services for further disciplinary action.
3. While it is important to quote other authors whose work you have used, quoted passages should be used sparingly. The report must be your own writing, not someone else's.
4. All reports must be written in standard American English. Draft copies of reports must be submitted to the Tutorial Centers: ACCESS at Bower Building Suite 118 or to STARS Office at Robinson Technology Center Suite 100 for proofreading. The corrected draft must be signed and dated by the proofreader and should be submitted along with the final copy of the report. Be sure to plan ahead, because you will not be able to get this done at the last minute. You are strongly encouraged to use this free service. Correct any spelling or grammatical errors before you submit your report. Sloppy spelling and English will detract from your grade.
5. Reports must be submitted on time.
6. Your report should demonstrate that you read the book or article(s) cited and that you understood them. If you do not understand what you read, it will be obvious to your professor.

