**Scientific Report Template**

Source: University of New England 2015. *Writing a scientific report*. Available from http://www.une.edu.au/\_\_data/assets/pdf\_file/0010/10324/WE\_Writing-a-scientific-report.pdf [Accessed 15 May 2015].

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| **Title** | Clearly and briefly indicate what the report is about. |
| **Abstract** | Should be no longer than 200 words and should include the main objectives, findings (i.e. results) and the conclusions |
| **Introduction** | Discusses the theoretical background to the investigation and places the present work in context. Relevant references should be cited and the reader’s attention moved from the general to the specific. The aims of the present study should be clearly stated at the end of the introduction. |
| **Materials and Methods** | Should include all information required for an exact repetition of the work performed. Since you are reporting on work already done, it is customary to use the PAST PASSIVE tense.  PAST PASSIVE: The experiment was performed over three weeks  Methods should not be written as instructions to the reader, nor presented as an itemised list. Subheadings may be appropriate |
| **Results** | Consist of data and some comment which draws attention to the most significant aspects of the results. The data are usually presented in tables or graphs, but do not present the data in more than one format. Any comment on the results should be quantitative, not just qualitative; that is, any comments should be backed up with data.  NO The treatment was more effective.  YES The treatment was 50% more effective. |
| **Discussion** | The most important section of the report. It should include comments on the results, especially any unexpected results. The results should be compared to the standard value and be explained or justified in light of the original aims.  A scientific report moves from general to particular to general. It begins in the Introduction with the theory related to the experiment, moves on to the work carried out in the Methods and Results sections and returns to general ideas in the Discussion by discussing whether the results obtained are, or are not, consistent with the theory. |
| **References** | To be completed using a faculty’s chosen referencing style. For the Harvard Style please see the DCU Citing and Referencing Guide. |