**[Title of Report]**

by

[Your name(s)]

Submitted to

[Your Instructor’s name]

and

[Your Teaching Assistant’s name]

Chemical Engineering 253M

McKetta Department of Chemical Engineering

Cockrell School of Engineering

The University of Texas at Austin

Fall 2015

[**Title of Report]**

**Abstract**

[Add the text of your abstract here in one paragraph. Read the information provided on the website to learn how to write this important section. Do not indent the first line, and single-space the text. Your abstract should include the following:

\* the purpose or principal objectives of the experiment

\* the methods employed

\* quantitative results

\* conclusions

Do not include illustrations. Make sure the abstract is self-contained and that it includes no information or conclusion not stated in the report. Keep the length to 250-500 words.]

The abstract is to be written in active voice!

**Contents**

[NOTE: Check the page numbers LAST to make sure they conform to the placement of your major headings, tables, and figures.]

**Introduction** #

**Methods** #

**Sample Calculations** #

**Results** #

**Safety #**

**Conclusions and Recommendations** #

**References**  [use APA format] #

**List of Figures**

Figure 1: [Title of Figure] # Figure 2: [Title of Figure] #

**List of Tables**

Table 1: [Title of Table] # Table 2: [Title of Table] #

**Appendices** [List appendices as subheadings below.]

[Appendix 1. (data)] #

[Appendix 2. (supporting material)]

[Appendix 3. (questions)] #

**[Your title]**

**Introduction**

[Begin with a sentence summarizing the purpose or objective of the experiment. Follow with a few sentences that give an overview of the procedures you followed and what analytical methods you used. The introduction is also the place to mention background and previous work. Single-space the final version of the text and indent each new paragraph. ]

**Methods**

[Give a brief description of the experimental apparatus. Please cite the lab manual and only specify any modifications to the standard procedure. You may reference a fuller, illustrated description in the appendix if you choose. Give distinctive features and critical dimensions. What did you measure and how?]

**Sample Calculations**

[Include a brief discussion of the theoretical basis of this experiment. Provide a complete sample calculation that allows the reader to follow your analysis of the data. This section should list the equations that represent the theoretical result. The reader will refer to this section to learn how the data were reduced and how the quantitative results were derived. This section is expected to represent the result of a group effort in all of your reports and it can be identical in the reports of each member of your group. ]

**Results**

Each of the laboratories has some unique and important safety issues that need to be considered and there are some safety issues that are common to several of the experiments.

[Begin this section with an overview, summarizing the key results. Next, present your data in figures or tables. (See FAQs for instructions in preparing figures and tables.) Specify what data you are presenting, how you analyzed them, and what you concluded from your analysis. Compare your results to the theory, and discuss the implications. Remember to maintain consistency with the Methods section and the Sample calculations and do not introduce new theory here.

Be sure to discuss this section with your TA to insure that you know the specific issues for each experiment.]

**Safety**

[Describe the important safety issues that need to be considered when carrying our the experiment you described above. There are some safety issues that are common to several of the experiments and some that are unique to each. Both the general and specific safety considerations should be described]

**Conclusions/Recommendations**

[Conclude with a summary of the most important conclusions you developed in the Results section. The conclusion should not introduce new information. You are restating important information succinctly both for emphasis and convenience to your reader.]

**References**

[All sources cited in the text and appendices should be included in a list of references. List all references according to APA style. You may single-space the text of the references themselves, but add a space between each reference. ]

**Appendices**

Each appendix starts on a new page……..

**Appendix 1.**

[Put your data in Appendix 1. Some experiments may require only one appendix for raw data. Others may need several. Multiple appendices should be labeled in sequential numbers (Appendix 1., Appendix 2., etc.), and each new appendix begins on a new page. If you have only one appendix, just title it “Appendix,” not “Appendix 1.” Single-space the text of the appendices.]

**Appendix 2.**

[Appendix 2. any other supporting documentation for your report]

**Appendix 3.**

[If the laboratory write-up includes questions for discussion, please provide your response to those questions in Appendix 3.]