**Organization of the Formal Report**

1. Include appropriate title and your name and date the lab was performed.
2. Abstract: a summary of the results of the lab
3. Introduction: a few paragraphs that explain the background information of the topic, why it is important and relevant results obtained.
4. Experimental procedure: detailed experimental procedure including sample preparation and the instrumental details.
5. Discussion: report the data and detail calculations leading to your results (figures and tables may be necessary). Calculations should clearly indicate steps taken to reach your conclusions. DO NOT SKIP STEPS! All calculations, no matter how insignificant they may seem, should be included in the report. Measurements and calculations involving spectra will be contained in appropriate figures.
6. Conclusion: summarize the important results of the lab and why it is important.