

Student checklist for written reports

When writing a scientific report you should adhere to the Guidelines for written reports (Bachelor Biosciences) the most current version of which can always be found on www.radboudnet.nl/studentenbiologie. The checklist presented below contains the main points of attention when writing a proper scientific report and can aid you in the final check of the report before handing it in.

Title

- The title is concise, clear and covers the content of the study.

Abstract

- The framework, research question/hypothesis, experimental design, most important results and conclusions of the study are presented.

Keywords

- 3 to 6 informative keywords are given that together cover the content of the report. These words are not already used in the title.

Introduction

- Provides relevant background information.
- The research question and/or hypothesis are deduced from the given background information.
- In the final paragraph the specific research question and/or hypothesis is formulated.

Material and methods

- Describes in full sentences *how* the experiments were conducted.

Results

- All figures and tables are provided with a key to symbols, correct axis titles and a legend.
- The text describes the most important observations and all figures and tables are referred to.
- The text is structured to form a logical and coherent whole.

Discussion

- Conclusions drawn are justified by the results presented.
- All individual results are linked together and placed in a broader context.
- The research question is answered or the hypothesis is explicitly confirmed or rejected.

References

- All references are, correctly, listed.
- All references are cited in the text and vice versa.

In general

- Spelling and grammar are correct.
- The correct tenses are used.
- The report adheres to the most current guidelines for writing a report.
- The report is written in your own words.