

General Requirements**If handwritten:**

- use pen; blue or black ink only

If typed:

- use a conservative font (Arial, Courier, Times New Roman)
- font-size 12 pt, black

In all cases:

- white paper only
- single-sided only
- 1 inch margins, left and right
- double-spaced text
- no highlighter or coloured pens
- USE YOUR OWN WORDS! Do not even partially copy the lab manual.

Use proper English:

- complete sentences; paragraph format
- use past tense
- no personal pronouns (passive voice)

Full Report – Method of Initial Rates**Objective**

- state the main objective(s) and technique(s) of the experiment

Procedure

- short & concise - *aim for one page long*
- essay format - *not in point format!*
- brief summary, but include sufficient detail so a chemist could perform the experiment
- include changes - *should be what you did*
- use past tense, passive voice
e.g. "2.00 g of KHP was weighed on a top-loading balance...."

Data & Calculations

On report sheet only. Do not rewrite here.

Sources of Error

Clearly explain two sources of error, and state how they would affect the relevant result. Be concise! A single sentence is usually sufficient for each source of error. Each error you discuss should be both:

- **significant** – must have a measureable impact on your result
- **legitimate** – must be unavoidable, not a human error blunder

Refer to the Sources of Error section of the Kinetics 1 experiment in the lab manual for additional guidance on this topic.

Conclusion(s)

Final results only (listed below); do not include any intermediate values.

- order with respect to $[t\text{BuCl}]$ and $[\text{OH}^-]$
- $\text{S}_{\text{N}}1$ or $\text{S}_{\text{N}}2$ reaction mechanism

References

Give full and complete references for all materials used, including the Lab Manual and the Lab Guide.

Refer to the Sample Report in the Lab Guide (Sec 1.4) for the correct citation format

Staple all sheets together in the upper-left corner in this order:

1. lab report sheet
2. full report

STUDENTS SUBMITTING REPORTS THAT ARE IDENTICAL, OR EVEN SIMILAR, TO EACH OTHER WILL RECEIVE A MARK OF ZERO (0) ON THE ENTIRE LAB REPORT.