

## Format for all group lab reports BIO 3A Spring 2010

All lab reports must be typed.

1. Use Arial font
2. Use 12 pt type for body of report
3. Use 10 pt type for figure captions

Upper left side of page:

1. Lab Title (as Shown on Lab handout)

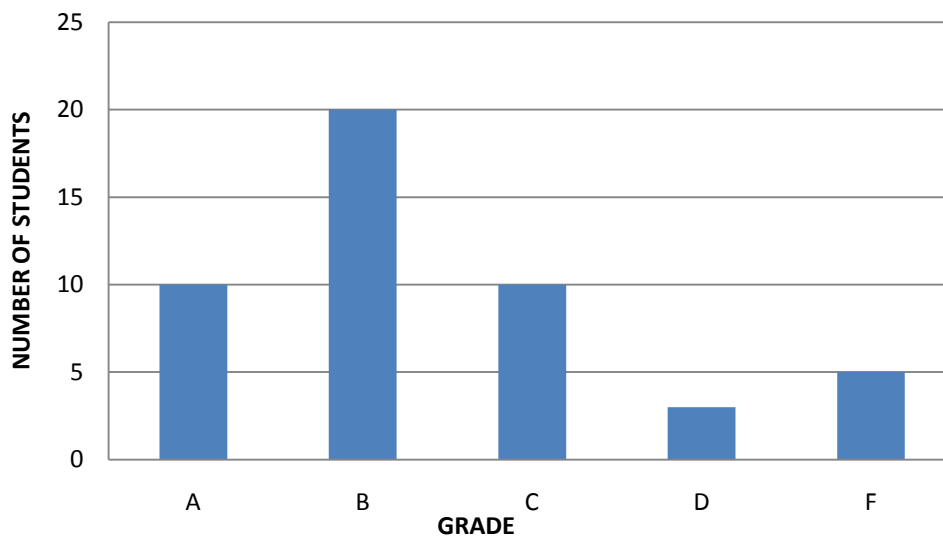
Upper right side of page:

1. Names of Lab Group Members (First and Last)
2. Date
3. Names of anyone who helped with this assignment

Figure Caption Format

1. Figure captions are placed below the figure, centered.
2. Use 10 pt Arial font.
3. Write out, capitalize and bold the word "Figure."
4. Use the actual number for the figure number.
5. All figures are numbered in sequence starting with "1."
6. Do not bold the actual caption.
7. Do not write anything like "this graph shows" or "figure showing."
8. Include data and stats as appropriate.

Example figure caption:



**Figure 1.** Grade distribution for Biology 3A, Spring 2010.

Table Caption Format

1. Table captions are placed above the table, centered.
2. Follow other figure caption guidelines.