

## LABORATORY REPORT FORMAT

- I. The report should be in English and the use of a word processor (WORD etc) is required.
- II. Main headings are to be centered and written in bold capital letters. Sub-titles should be written in small letters and underlined or bold.
- III. Drawing should conform to acceptable engineering standards.
- IV. Each report should contain the following sections.

1. **Title Page:** Should contain experiment name and number, group number, group members, and date.
2. **Table of Contents:** Should have the corresponding page numbers.
3. **Abstract:** Use an abstract of about 50 words to summarize the experiment, stating information and conclusions.
4. **Theory:** Explain theory, define terms, and outline any problems peculiar to this subject
5. **Procedure and Experimental Set-up:** Tell how the experiment was used and how tests were conducted. Describe experimental procedures and give experimental equipment used in the experiment with illustrations if possible.
6. **Calculations and results:** Presents results in clearer form. Give a sample calculation and tabulate your results, also include your data sheet and graphs. Interpret clearly the data you are presenting.
7. **Discussion:** Compare your results with theoretical values, explain in detail.
8. **Conclusions:** State directly and briefly your conclusions and the utility of these conclusions. Conclusions should not be confused with results and observations, which are facts. Conclusions are the lessons learned from interpretations of the facts. Give possible practical use of your observations.
9. **References:** References in the main text should be cited numerically in the order of their use in the text. The following format should be applied while citing different sources.

a) Reference to article

Raghavan,R., Cady, G.V., and Romey, H.J.Jr. "Well Test Analysis for the Vertically Fractured Wells 1", J.Pet.Tech, Aug.1972, 1014-1020

b) Reference to a book

Craft,B.C .and Hawkins,M.F: Applied Petroleum Reservoir Engineering, Prentice-hall Inc., New York,1959.

c) Reference to a paper presented at a meeting but not published

Spanos, P.D.AND Payne, M.L.: "Advances in Dynamic Bottom hole Assembly Modelling and Dynamic Response Determination", paper SPE 23905 presented at the 1992 IADC/SPE Drilling Conference, New Orleans, Louisiana, Feb.18-21

d) Reference to a company document, manual etc.

Ruska High Pressure Viscometer Operating Manual, Ruska Instrument Corporation, Houston, Texas, 1970.

e) Reference to a web page / Internet site:

Understanding a Hydrometer (*page or article title*)

[http://www.brewsupplies.com/understanding\\_a\\_hydrometer.htm](http://www.brewsupplies.com/understanding_a_hydrometer.htm) (*address*)

Accessed on 20.02.2002 (*date when the page was accessed*)