1. Introduction
   • Background information on the problem context. What is the organization for which you are working? What are the key goals of the organization?

2. Problem Definition / Objectives
   • What is the specific nature of the problem you are solving? What are the specific objectives that you are trying to accomplish? How will you know you have solved the problem/accomplished these objectives?

3. Data Environment
   • Data Understanding
   • Data Preparation

4. Methodology
   • Techniques - Describe the appropriate techniques for your problem. Why are these the right techniques? Why did you choose the technique(s) you applied?
   • Procedure – Describe the process used to apply the techniques.

5. Results
   • Narrative of what the data show
   • Summary statistics - mean, standard deviation, etc.
   • Tables of data (title at top); Figures of data trends (title at bottom, label axes)

6. Analysis
   • Analyze and interpret the meaning of the results. Contextualize the findings according to the organization and problem.

References
All literature used to guide the solution and/or cited in the main body should be referred to in this section. Choose a citation format and apply it consistently to all references.

NOTES
1. The Purdue Online Writing Lab is an EXCELLENT resource for writing and citations. Please refer to their website https://owl.english.purdue.edu/owl/.
2. The OU Writing Center can provide help in developing your writing. http://www.ou.edu/writingcenter. Please consider working with the Center.
3. Use proper organization of your report sections. Section numbers are recommended along with section-based formatting.
4. All the tables and figures used in the report should be numbered sequentially and referred to in the text of the report.
5. Use paragraphs as much as possible. Avoid using ‘bullet’ format in the report.
6. Do not reproduce any material verbatim from the handout or other sources.
7. Include a cover page. It should have the title of your report, the course number and name, your name, the date, your advisor and your company sponsor (if appropriate).
8. All lab reports are due on Canvas – they should use 1.5 or 2.0 spacing and should be professionally presented.
Tables

Tables should be placed within the report when appropriate to express some sort of data (i.e., subject characteristics, measured data). All tables must have a title above the table in the following format:

Table 1. Subject Characteristics.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Gender</th>
<th>Age</th>
<th>Hair Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Male</td>
<td>21</td>
<td>Brown</td>
</tr>
<tr>
<td>2</td>
<td>Female</td>
<td>22</td>
<td>Blonde</td>
</tr>
<tr>
<td>3</td>
<td>Female</td>
<td>21</td>
<td>Black</td>
</tr>
<tr>
<td>4</td>
<td>Male</td>
<td>23</td>
<td>Red</td>
</tr>
</tbody>
</table>

Figures

Figures should be placed within the text of the report when appropriate to express information visually (i.e., a picture or drawing). All figures must have the title below the figure in the following format:

Figure 1. A microscope.