

Some Useful Information for writing your preliminary and final reports:

Acceptable scientific abbreviations include: mL, g, s, cm, nm, min, and hr. There others but these are the one's that you'll need for your paper. Please do not use 1E-5 to represent 1.00×10^{-5} .

The use of superscripts and subscripts are important when writing a chemistry paper. In MS Word, you can enter a subscript or superscript by clicking on **Format** above the toolbar, dragging the cursor to **Font...** Click on the Font tab and check the appropriate effect. (The keystroke shortcut for subscript is to simultaneously hold down the ctrl and =/+ keys. This toggles on the subscript effect, to toggle off the subscript effect, simultaneously hold down the ctrl and =/+ keys. For superscript, simultaneously hold down the ctrl, shift and =/+ keys to toggle on the effect, repeat the keystrokes to toggle off).

Useful symbols include: •, °, λ and ε. To insert a symbol in your text, click on **Insert** above the toolbar and drag the cursor to **Symbol**. There will be a table of symbols that include the coordination dot, •, the degree symbol, °, λ (lambda), and ε (epsilon).

If you are unable to use the subscripts, superscript or symbol font with your word processing software, leave a space in the text and write the appropriate superscript, subscript or symbol in with a black pen.

Difficult or uncommon mathematical calculations should be included in a separate appendix in your paper. All the calculations in this paper are standard scientific calculations, you do not need to include them in the paper. You should include all relevant data so that a reader could do the calculations and come up with the same numbers you do.