Your lab report should follow the format of the *IEEE Electron Device Letters*. The format from the IC and MEMS Lab reports will be used.

**Contents**: Your Letter should include the following sections:
- Title
- By-line (Author, affiliation, and submission date)
- Abstract (50–200 words)
- Introduction
- Experiment
- Results and Discussion
- Conclusion
- References

Although Letters do not usually have appendices, you should attach the following two appendices so the professors can better evaluate your work:
- Appendix A: Data
- Appendix B: Calculations

See the lecture slides “How to Write an IEEE Letter” for details about what should appear in each section and appendix. In addition, the lecture on Monday, October 27th provides more details.

**Length**: Follow the guidance from the IC and MEMS Lab Report on length.

Limiting the Letter’s length will be challenging. Use the following to focus your writing:

**Purpose**: The purpose of your Letter is to evaluate the microfluidic mixer fabricated and tested in the lab, and to discuss any differences between the mixer characteristics (flow velocity, diffusion constant) and that which is expected. **YOU SHOULD FOLLOW THE GUIDANCE FROM THE DECEMBER 1ST LECTURE TO DETERMINE THE TECHNICAL CONTENT TO BE INCLUDED.**

**Audience**: You may assume that your audience is familiar with microfabrication and fluidics.

**Grading**: For the Microfluidics Lab, you will receive a technical grade based on your Letter and Appendices. The technical grade will be based on your critical evaluation of the measured flow rate and diffusion constant as compared to the expected.

**Deadline**: Hand in your lab report at the last class on Wednesday, December 10th.