

Generic Chemistry Lab Report Guidelines – Specifics given in class supersede these generic guidelines!**Please Note:** Labs grades are based on quality not just completion! Articulating ideas clearly is key to science!

REQUIREMENTS	AREAS TO IMPROVE UPON
<p>Format</p> <p><input type="checkbox"/> 10pt Times New Roman or Arial font ONLY</p> <p><input type="checkbox"/> 1.5 spaced</p> <p><input type="checkbox"/> Bold section headings for everything</p> <p><input type="checkbox"/> 8.5"x11" white paper</p> <p><input type="checkbox"/> 0.5" margins on all sides</p> <p><input type="checkbox"/> Abstract has 2" margins on each side and is single-spaced.</p> <p><input type="checkbox"/> Stapled in following order:</p> <ul style="list-style-type: none"> o Title page o Lab report o Carbon Copy pages used during lab (Must have HEADER filled out on every page) o Carbon Copy pages used for lab report and post lab Q's <p><input type="checkbox"/> THIRD PERSON, PAST TENSE, PASSIVE VOICE!!!!</p> <ul style="list-style-type: none"> o We know you wrote it...your name is on the front...use third person o You already finished the lab before you did your report! Use past tense! o I know your English teachers don't like passive voice... but it is appropriate for lab reports! <ul style="list-style-type: none"> • Active voice: The hot plate stirred the reaction for three minutes. • Passive voice: The reaction was stirred by the hot plate for three minutes 	<p>Formatting 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <p>10pt correct font <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>0.5-in margins <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1.5-in spacing <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Stapled In Order <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3rd Person <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Past Tense <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section Headings <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Abstract Format</p> <p>Justified both sides <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2-in margins <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Single Spaced <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Title Page</p> <p><input type="checkbox"/> It gets its own page!</p> <p><input type="checkbox"/> Title of lab</p> <p><input type="checkbox"/> Abstract (see below)</p> <p><input type="checkbox"/> Group members and how they contributed (Name, section worked on)</p> <p><input type="checkbox"/> Date of lab experiment</p> <p><input type="checkbox"/> Class and period</p>	<p>Title Page 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <p>Own page <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Title <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Abstract present <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Group members <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Class and period <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Abstract</p> <p><input type="checkbox"/> On Title Page (2-in margins)</p> <p><input type="checkbox"/> Justified on both sides, do not center on page!</p> <p><input type="checkbox"/> The following is to be articulated concisely in no more than 3-5 sentence sin the order below</p> <ul style="list-style-type: none"> • Sentence 1: What was the purpose of the experiment? The question or statement. Do not copy from lab handout. • Sentence 2: What you found out (the results – the silver alloy beads were found to contain X% of silver) • Sentence 3: How the results were determined (Brief! Specific names of lab techniques if applicable) • Sentence 4: Report accepted value (if applicable) and percent error. • Sentence 5: Conclusions made (if applicable), what you drew from the experiment 	<p>Abstract 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <p><u>Purpose</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Percent error*</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Results</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Conclusions made</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>How results were found</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Short, concise and clear</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Named techniques*</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Accepted value*</u> <input type="checkbox"/> Yes <input type="checkbox"/> No *if applicable</p>

<p>Background – part of prelab if required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do NOT copy info from lab worksheet! <input type="checkbox"/> Summary/explanation of the important chemistry topics covered in lab <input type="checkbox"/> Explain how the topics relate directly to the lab <input type="checkbox"/> What will your lab be discovering/testing related to the topics <input type="checkbox"/> What is your experimental question/variables <input type="checkbox"/> Include relevant chemistry vocabulary <input type="checkbox"/> Include relevant chemical equations <input type="checkbox"/> Include balancing and states for chemical equations <input type="checkbox"/> Number each equation to make referencing easier <input type="checkbox"/> Hypothesis if applicable <ul style="list-style-type: none"> • If _____, then _____, BECAUSE _____. Everyone forgets the BECAUSE portion! • Relate it back to the topics covered <input type="checkbox"/> Be sure to site any references used including textbook, website, lab manual, etc. Below is a good explanation of ACS formatting. <ul style="list-style-type: none"> • https://libguides.williams.edu/citing/acs 	<p>Background 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>In Own Words</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td style="vertical-align: top;"> <p><u>Defined Vocab</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Chem Topics Explained</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None or incorrect </td> <td style="vertical-align: top;"> <p><u>Chem Rxns*</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All balanced w/ states <input type="checkbox"/> Some or not bal/states <input type="checkbox"/> None or wrong </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Connection to Lab</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None or incorrect </td> <td style="vertical-align: top;"> <p><u>Hypothesis*</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes and correct format <input type="checkbox"/> Yes but lacking <input type="checkbox"/> Not included </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Exp. Q/Variables</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All identified <input type="checkbox"/> Some identified <input type="checkbox"/> None </td> <td style="vertical-align: top;"> <p><u>References*</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes and ACS format <input type="checkbox"/> Yes but lacking <input type="checkbox"/> Not included </td> </tr> </table> <p><i>*if applicable</i></p>	<p><u>In Own Words</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p><u>Defined Vocab</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None 	<p><u>Chem Topics Explained</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None or incorrect 	<p><u>Chem Rxns*</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All balanced w/ states <input type="checkbox"/> Some or not bal/states <input type="checkbox"/> None or wrong 	<p><u>Connection to Lab</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None or incorrect 	<p><u>Hypothesis*</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes and correct format <input type="checkbox"/> Yes but lacking <input type="checkbox"/> Not included 	<p><u>Exp. Q/Variables</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All identified <input type="checkbox"/> Some identified <input type="checkbox"/> None 	<p><u>References*</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes and ACS format <input type="checkbox"/> Yes but lacking <input type="checkbox"/> Not included
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<p>Observations/Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Qualitative and quantitative! Must have both! <input type="checkbox"/> Lab notebook paper only, with data tables and graphs made/collected DURING the lab <input type="checkbox"/> Professional appearance <ul style="list-style-type: none"> • Clear, large, not squished! • Black or blue ink ONLY <input type="checkbox"/> Descriptive titles <input type="checkbox"/> Sig figs for measurements and calculations <input type="checkbox"/> Label graphs/tables with name of measurement and units 	<p>Data Table 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Observations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Significant, detailed, thorough <input type="checkbox"/> Sufficient <input type="checkbox"/> Lacking </td> <td style="vertical-align: top;"> <p><u>Professionalism</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Total pro, ruler used, readable, etc <input type="checkbox"/> Good <input type="checkbox"/> Lacking </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p><u>Titles</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Strong, descriptive, clear <input type="checkbox"/> Good, attempt at being descriptive <input type="checkbox"/> Unclear, not descriptive </td> </tr> </table>	<p><u>Observations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Significant, detailed, thorough <input type="checkbox"/> Sufficient <input type="checkbox"/> Lacking 	<p><u>Professionalism</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Total pro, ruler used, readable, etc <input type="checkbox"/> Good <input type="checkbox"/> Lacking 	<p><u>Titles</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Strong, descriptive, clear <input type="checkbox"/> Good, attempt at being descriptive <input type="checkbox"/> Unclear, not descriptive 					
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<p>Calculations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work shown completely <input type="checkbox"/> Flow of work is clear <input type="checkbox"/> Work set up correctly to solve actual problem <input type="checkbox"/> Correct numbers used in work <input type="checkbox"/> Units provided everywhere <input type="checkbox"/> Correct answer 	<p>Calculations 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Work Shown</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Significant, detailed, thorough <input type="checkbox"/> Sufficient <input type="checkbox"/> Lacking </td> <td style="vertical-align: top;"> <p><u>Units</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None or wrong </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Organization of Work</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clear <input type="checkbox"/> Hazy <input type="checkbox"/> Cloudy </td> <td style="vertical-align: top;"> <p><u>Correct Answers</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Most <input type="checkbox"/> Some </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p><u>Correctly Set Up</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Most <input type="checkbox"/> Some <input type="checkbox"/> None </td> </tr> </table>	<p><u>Work Shown</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Significant, detailed, thorough <input type="checkbox"/> Sufficient <input type="checkbox"/> Lacking 	<p><u>Units</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None or wrong 	<p><u>Organization of Work</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clear <input type="checkbox"/> Hazy <input type="checkbox"/> Cloudy 	<p><u>Correct Answers</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Most <input type="checkbox"/> Some 	<p><u>Correctly Set Up</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Most <input type="checkbox"/> Some <input type="checkbox"/> None 			
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<p>Data Analysis</p> <p><input type="checkbox"/> Include table and graph of anything you calculated, manipulated or plotted AFTER the lab. Make sure tables and graphs are labeled correctly</p> <p><input type="checkbox"/> Explain data that you collected</p> <p><input type="checkbox"/> Include a few sentences explaining what the graphs/tables show or indicate</p> <p><input type="checkbox"/> Mention any errors and how they affect your data analysis. Remember "human error" is not an acceptable phrase.</p> <p><input type="checkbox"/> Include percent errors if applicable</p> <p><input type="checkbox"/> Include one sample calculation for each type of calculation performed</p> <p><input type="checkbox"/> Include equations, reactions, units, work, etc.</p> <p><input type="checkbox"/> Define symbols/variables used</p> <p><input type="checkbox"/> You may be graded on the accuracy of your lab data and/or whether your calculations are correct or not</p>	<p>Data Analysis 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <table border="0"> <tr> <td><u>Data/Graphs</u></td> <td><u>% Error</u></td> </tr> <tr> <td><input type="checkbox"/> All included</td> <td><input type="checkbox"/> Yes</td> </tr> <tr> <td><input type="checkbox"/> Missing some</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Not included</td> <td><input type="checkbox"/> Wrong</td> </tr> <tr> <td><u>Labels</u></td> <td><u>Sample Calculations</u></td> </tr> <tr> <td><input type="checkbox"/> All</td> <td><input type="checkbox"/> All</td> </tr> <tr> <td><input type="checkbox"/> Some</td> <td><input type="checkbox"/> Some</td> </tr> <tr> <td><input type="checkbox"/> None or wrong</td> <td><input type="checkbox"/> None or wrong</td> </tr> <tr> <td><u>Explain Data/Graphs</u></td> <td><u>Eq's, Rxns, Units, etc</u></td> </tr> <tr> <td><input type="checkbox"/> All</td> <td><input type="checkbox"/> All</td> </tr> <tr> <td><input type="checkbox"/> Some</td> <td><input type="checkbox"/> Some</td> </tr> <tr> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> None or wrong</td> </tr> <tr> <td><u>Errors</u></td> <td><u>Accuracy</u></td> </tr> <tr> <td><input type="checkbox"/> Significant errors</td> <td><input type="checkbox"/> Great</td> </tr> <tr> <td><input type="checkbox"/> Not significant ones</td> <td><input type="checkbox"/> Ok</td> </tr> <tr> <td><input type="checkbox"/> Did not explain impact</td> <td><input type="checkbox"/> Poor</td> </tr> <tr> <td><input type="checkbox"/> Not included</td> <td></td> </tr> </table>	<u>Data/Graphs</u>	<u>% Error</u>	<input type="checkbox"/> All included	<input type="checkbox"/> Yes	<input type="checkbox"/> Missing some	<input type="checkbox"/> No	<input type="checkbox"/> Not included	<input type="checkbox"/> Wrong	<u>Labels</u>	<u>Sample Calculations</u>	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> Some	<input type="checkbox"/> None or wrong	<input type="checkbox"/> None or wrong	<u>Explain Data/Graphs</u>	<u>Eq's, Rxns, Units, etc</u>	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> Some	<input type="checkbox"/> None	<input type="checkbox"/> None or wrong	<u>Errors</u>	<u>Accuracy</u>	<input type="checkbox"/> Significant errors	<input type="checkbox"/> Great	<input type="checkbox"/> Not significant ones	<input type="checkbox"/> Ok	<input type="checkbox"/> Did not explain impact	<input type="checkbox"/> Poor	<input type="checkbox"/> Not included	
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<p>Discussion Questions</p> <p><input type="checkbox"/> Answers to provided lab questions, statements, or calculations with work shown and units when appropriate.</p> <p><input type="checkbox"/> Each Q is numbered and answered in complete sentences.</p> <p><input type="checkbox"/> Restate the question in your answer, do not just copy the Q!</p> <p><input type="checkbox"/> Will sometimes be done as part of a formal report as a group, or done individually on the carbon copy paper in your notebook.</p> <ul style="list-style-type: none"> If done on carbon copy paper but a formal lab report is also typed up, then you must include this section heading in the report but simply say "refer to carbon copy pages at the end of the report." <p><input type="checkbox"/> Will sometimes be graded for completion, and sometimes will be graded for accuracy.</p>	<p>Discussion Questions 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <table border="0"> <tr> <td><u>Questions</u></td> <td><u>Calculations w/ Work</u></td> </tr> <tr> <td><input type="checkbox"/> All included</td> <td><input type="checkbox"/> All</td> </tr> <tr> <td><input type="checkbox"/> Missing some</td> <td><input type="checkbox"/> Some</td> </tr> <tr> <td><input type="checkbox"/> Not included</td> <td><input type="checkbox"/> None</td> </tr> <tr> <td><u>Complete Sentences</u></td> <td><u>Correct Answer</u></td> </tr> <tr> <td><input type="checkbox"/> All</td> <td><input type="checkbox"/> All</td> </tr> <tr> <td><input type="checkbox"/> Some</td> <td><input type="checkbox"/> Most</td> </tr> <tr> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> Few</td> </tr> <tr> <td></td> <td><input type="checkbox"/> None</td> </tr> <tr> <td><u>Questions Restated</u></td> <td></td> </tr> <tr> <td><input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None</td> <td></td> </tr> </table>	<u>Questions</u>	<u>Calculations w/ Work</u>	<input type="checkbox"/> All included	<input type="checkbox"/> All	<input type="checkbox"/> Missing some	<input type="checkbox"/> Some	<input type="checkbox"/> Not included	<input type="checkbox"/> None	<u>Complete Sentences</u>	<u>Correct Answer</u>	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> Most	<input type="checkbox"/> None	<input type="checkbox"/> Few		<input type="checkbox"/> None	<u>Questions Restated</u>		<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None													
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<p>Conclusion</p> <p><input type="checkbox"/> Complete sentences, paragraph form</p> <p><input type="checkbox"/> Report your final results</p> <p><input type="checkbox"/> Include accepted value and % error if applicable</p> <p><input type="checkbox"/> Explain why it turned out the way it did – sources of error, limits in lab design, etc.</p> <p><input type="checkbox"/> Relate findings back to basic principles of chemistry</p> <p><input type="checkbox"/> What further experiments might you do to keep studying this?</p> <p><input type="checkbox"/> How does it relate to real life if applicable?</p> <p><input type="checkbox"/> How could you make improvements to the lab?</p>	<p>Conclusion 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <table border="0"> <tr> <td><u>Complete Sentences</u></td> <td><u>Relate to Chem Topics</u></td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td><u>Results Reported</u></td> <td><u>Further Experiments</u></td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td><u>Accepted Value / % Error</u></td> <td><u>Relates to Real Life</u></td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td><u>Errors</u></td> <td><u>Improvements</u></td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td><u>Level of Detail</u> <input type="checkbox"/> Significant <input type="checkbox"/> Sufficient <input type="checkbox"/> Lacking</td> <td></td> </tr> </table>	<u>Complete Sentences</u>	<u>Relate to Chem Topics</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Results Reported</u>	<u>Further Experiments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Accepted Value / % Error</u>	<u>Relates to Real Life</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Errors</u>	<u>Improvements</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Level of Detail</u> <input type="checkbox"/> Significant <input type="checkbox"/> Sufficient <input type="checkbox"/> Lacking																	
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