

LABORATORY NOTEBOOK

Appendix II

An important part of performing scientific experimentation involves keeping a written record of your measurements, observations, calculations, results and conclusions in a scientific notebook. A well and properly kept notebook will enable you to more easily calculate the results of your experiments and to locate difficulties and errors in your work, should any arise.

SETTING UP YOUR LAB NOTEBOOK:

- ? You are expected to have a **quadrule type, bound** notebook, used exclusively for laboratory work.
- ? The lab notebook must be brought with you to every lab session and all data and observations must be recorded **directly into the notebook and in ink** (no pencil).
- ? You will write only on the **right hand pages**. The left-hand pages are reserved for calculations and notes that do not belong on the right hand page.
- ? Number each page, top right hand corner, one side only.
- ? The first few pages in the notebook should be reserved for a Table of Contents. Table of Contents should include columns for **Experiment #, Title, Page, and Grade**. (Leave most of the space for the Title column).
- ? Record all experimental data directly into your notebook. **DO NOT** record measurements temporarily on scraps of paper to be transferred later. The temporary records can be lost,, forgotten or misplaced.
- ? Once recorded, entries are **NOT** to be erased, removed or whited-out. If an entry is to be ignored, neatly draw a single line through it and record the correct data next to it.

EXPERIMENTAL WRITE-UP FORMAT:

- ? Always begin experiments on a new page. Each experiment should contain the following information:
 1. **NUMBER , TITLE, and DATE** of experiment.
 2. **PURPOSE:** A brief statement on the reason for doing the experiment.
 3. **PROCEDURE:** This section should include a reference to the experiment directions and any specific changes not included in the direction.
 4. **DATA:** This section should be organized prior to doing the lab, so all you have to do is to enter the data. All measurements with units, data and observations should be included in this section.
 5. **CALCULATIONS & RESULTS:** show details of your calculations, including units and significant figures.
 6. **QUESTIONS:** answer to the questions at the end of each experiment can be recorded optionally for later reference.