BOOK: Use graph-lined, sewn composition notebooks (10\" x 7 ¾\") so that you make a permanent record of your experiments and results. (Avoid glued books.)

Pen: Use a permanent black pen with a fine point, such as a Pilot Precise Rolling Ball V5 (my favorite). These are dark black, permanent, and xerox very well. A pencil or water-soluble felt tipped pen are not acceptable. Ball point pens have ink which will dissolve under organic solvents.

1) Mount: a) your printed name and student number on the front of your notebook (worth a point)
   b) the LAB SCHEDULE I, on the inside of the front cover. Label facing page Lab Schedule II.
2) Number the next 5 pages Roman numerals "ii" to "vi." Label ii HANDOUT TABLE OF CONTENTS I, mount the current table of contents there. Enter on the lines provided on this table the page in your notebook where each protocol is mounted. Label iii HANDOUT TABLE OF CONTENTS II.
3) Label pages iv, v and vi: MY TABLE OF CONTENTS I, II, and III.
4) Then number subsequent right hand pages at the top right with odd arabic numbers: 1, 3, 5, etc.
5) Title pages and mount protocols: page 1: SLIDE LIST, page 2: LAB NOTEBOOK PROCEDURES.
6) Title inside of the back cover: MY GRADES LIPS (each slip = 1 point).
7) Title the back facing page: NEW WORDSTEMS. Keep a running list of new wordstems here.
8) Draw guide lines along the edge of your closed book at lines 1, 3 (title), 6 (cross references) and 9 (body).
9) Date every page in the upper left hand corner as you begin entries on that page.
10) Title every page IN CAPITALS with a specific focused title between lines 1 & 3.
11) Begin the entries below line 9. Enter all data directly into the lab book.
12) Use a fresh page for each experiment. Neatness is of secondary importance, but leave adequate space for ease of future use. Do not tear out any pages because its other half will fall out and be lost.
13) Cross reference pages of related material on line 6 (three spaces below the title). Be specific about the nature of each cross reference: State whether the protocol, data, graph, illustration, conclusion, etc.
14) Permanently mount ALL handouts with clear contact paper. Keep intact, including header. Permanently mount sequential grade slips inside back cover. (See #5) One point per grade slip.
15) Use any excuse for an illustration, since it displays information or data in a manner comprehensible at a glance. (See protocol on Notebook Illustrations.) To prevent ink from bleeding through, we suggest that you place illustrations on the R page, and handouts on the L (or vice versa for lefties).
16) For dissections, illustrate: 1) cuts made, 2) spatial & functional relations of organs, label thoroughly.
17) For microscopic specimens, illustrate characteristic views to fill the page below line 9. Clearly resolve all details observed with labels for all features mentioned in the protocol and/or in Lab. The illustration title goes above, magnification of the view at the lower right. The legend is below, indicating the source, treatment and staining procedure used. Draw a second illustration to expand on or clarify the first.
18) For each new piece of apparatus: illustrate, label and explain the use of all features involved in its use.
19) Make all your illustrations with black pen. Afterward, appropriate color may be added to the line drawing. Use of appropriate color in illustrations can make them more meaningful as well as attractive.
20) Graphs should be titled to describe the data precisely. Cross reference to the page containing the original data. Label coordinates, note significant phases or effects observed, especially according to time or changing conditions. Describe conditions under which experiment was performed, and conclusions.
21) Indent new protocols or recipes, leaving space above and below for clarity. Note in detail any changes made in the original protocol, difficulties encountered, or future cautions.
22) Draw conclusions, note the value of the exercise and its take-home lessons. (For three extra points, type up your cross referenced conclusions on a single page.) Include points which could be examined more closely in future experiments and/or questions which may have arisen as a result of the experiment. If appropriate, note problems encountered and make suggestions for improvement of the experiment. Offer a minimum of three quality conclusions or suggestions. Pure complaints count less...

Compare these instructions with the Sample Notebook Grade Sheets which you have received. Note that points are awarded according to the completeness with which you have followed these instructions. Early effort applied to learning correct notebook procedure will pay dividends when your notebook is graded.