LABORATORY NOTEBOOK PROCEDURES

Book: Use graph-lined, sewn composition notebooks (10" x 7 %") so that you make a permanent record of your experiments and results. (Avoid glued books.) Notebooks comprise about 25% of your grade.

Pen: Permanent black pen with a fine point should be used, such as a Pilot Precise Rolling Ball V5. These are dark black, permanent, and xerox very well. A pencil or water soluble felt tipped pen are not acceptable, nor are point pens. They have ink which will dissolve under organic solvents.

1) Mount the LAB SCHEDULE on the inside of the front cover. (Keep page entire including header.)
2) Number the facing page "1." MY TABLE OF CONTENTS I, continue on page “ii” (= II) and “iii” (= III)
3) Then number subsequent right hand pages at the top right with odd numbers: 1, 3, 5, etc.
4) Draw guide lines along the edge of your closed book at lines 1, 3 (title), 6 (cross references) and 9 (body).
5) Title every page IN CAPITALS with a specific focused title between lines 1 & 3.
6) Titles: p.1: SLIDE LIST. Enter each slide as you illustrate it, with the page of the illustration indicated.
7) Title the inside back cover: "MY GRADESIPS." (See #13.)
8) Title the back facing page: "NEW WORDSTEMS." Keep a running list of new wordstems.
9) Date every page in the upper left hand corner as you make entries on each page.
10) Begin the entries below line 9. Enter all data directly into the lab book using a permanent black pen.
11) 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.
12) 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 it is for the lab text, data, graph, illustration, conclusion, etc.
13) Permanently mount ALL handouts with clear contact paper. Keep intact, including header. Permanently mount sequential grade slips inside back cover. (See #7) You get one point per grade slip.
14) Use any excuse for an illustration, since it displays information or data in a manner comprehensible at a glance. (See 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).
15) 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. See the instructions for how to make scientific illustrations.
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 you used.
19) Graphs (see the page on Graph Construction) 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.
20) 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.
21) Draw conclusions, note the value of the exercise and its take home lessons. If appropriate, note problems encountered and make suggestions for improvement of the experiment. Include points which could be examined more closely in future experiments and/or questions which may have arisen as a result of the experiment. Offer a minimum of three quality conclusions or suggestions. Pure complaints count less...
22) Type up your conclusions on a single page, cross reference and mount in NB for an additional 3 points.

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.