

## Laboratory Notebook Guidelines

### General

- All entries must be written in pen.
- Write clearly and neatly so that others may follow or repeat the work you do.
- If you make a mistake, do not erase; white out or otherwise obliterate the entry. Simply make a single line through the middle of the text.
- Supplemental documents, such as graphs, charts, and pictures, must be attached to the appropriate page. Pasting with a glue stick is preferred, tape and staples are acceptable.
- Do not skip pages in the notebook.
- If a page is only partially used, draw a line through the remainder of the page, sign, and date.
- Avoid abbreviations with the exception of metric units.

### Table of Contents

- All experiments must be recorded in the Table of Contents.
- Each entry must include the page number the experiment starts on, the date started, and the title of the experiment.

### Experiments

- Title the top of the first page of an experiment.
- Briefly describe the purpose or objective of the experiment.
- Describe the procedures, materials, and quantities used for the experiment even when following established procedures.
- Note any reactions, conditions, or environmental factors that may influence the experiment.
- Sign and date the bottom of every page.
- If more than one page is needed, write "Go to page \_\_\_\_" on the bottom, right side of the page.
- When starting from a continued page, write "from \_\_\_\_" on the top left side of the page.
- If a second experiment is started before data collection is complete, do not skip pages, but use the "go to page \_\_\_\_" and "from \_\_\_\_" to indicate the proper pages.