

## Chemistry 128 Lab Notebook Guidelines

You are required to keep a written record of all lab work in a standard laboratory notebook (Scientific Notebook Company) which is available for \$5.00 from the Chemistry Club.

Basically every relevant thing you do in lab should be included in your lab notebook. Your notebook is the only account of the work you've done. Imagine that a year from now you need a piece of information. You should be able to look at what you've written in your notebook and understand exactly what you did. Even more importantly, another chemistry student should be able to read your notebook and be able to reproduce every important thing that you did.

You will be given an exit quiz at the end of each lab period. For the exit quizzes you may only use your lab notebook, so you will want it to contain all the information that you will need.

### How to keep a good notebook:

- Print and sign your name above the table of contents inside your notebook. Paste an adhesive label with your name and signature on it on the front cover of your notebook.
- At the beginning of each lab write the title of the lab in the table of contents and include the starting page number for the lab.
- Start each new lab on a new page. The first page of each new lab should include:
  - A title
  - The source of the lab procedure
  - Your lab partner's name (if applicable)
  - Purpose (be brief)
- After the above header information, you should neatly write down every important thing that you do. If time is important you should record the time of your action as well. Do not include irrelevant information. You should also include all relevant calculations and list important deviations from the procedure.
- Use headings wherever possible to clearly show the organization of your pages.
- At any point you may record notes to yourself.
- Every page of your lab notebook that contains anything should be dated and signed.
- Only use pens. Cross out mistakes; do not erase or use "white out."
- You may tape computer printouts of graphs, table, calculations, etc. into you notebook.
- Large blank spaces should be crossed out.
- At the end of an experiment, under a SUMMARY or CONCLUSIONS heading, give a brief summary of your results.

When you are finished with the experiment and the data analysis, your instructor or teaching assistant will check your notebook for the above items, initial each page, and assign appropriate points.