



## Burlingame High School Laboratory Notebook Policy



### Why is proper record keeping in a bound notebook important?

In the US, the first person to conceive and develop an invention, product, or process is awarded the patent for that product or process. Notebooks properly kept and witnessed are legal evidence. As part of your high school science course you will learn how to keep data the way scientists do. It is also important to keep your laboratory information in an organized manner to enhance your learning experience.

### General Lab book guidelines (everyone follows these)

- Use only your official science lab notebook to record your work.
- Leave the first sheet blank. This page will be for the table of contents.
- Number the remaining pages on the lower outermost corner before entering any information
- Maintain a table of contents as you make entries in notebook
- Make all entries legible in permanent blue or black ink only
  - highlighting analysis questions or color for multiple graph lines is OK
- Do not erase, ink-over, or white-out any errors. If you make a mistake draw one line through it and continue.
- Data tables should be inside a box and made by using a ruler. Data tables must include a descriptive title. The data should line-up so that it is easy to read. The units for physical measurements (kg, m, s, etc.) in a data table should be specified in column headings only. Data tables are only for recording data.
- The Analysis section follows the data table - includes graphs & an explanation of data
  - Calculation section - If calculations are needed they will be in the first section of the Analysis or are included in the analysis questions
- A short conclusion completes the lab. The conclusion should refer back to the stated purpose/hypothesis
- Number all pages of notebook prior recording any data.
- Items such as computer generated graphs, tables or analysis questions should be pasted in the lab notebook with your signature and date overlapping the edge of the pasted item.

### Pre-lab (done prior to the lab usually as a homework assignment)

- On the 1<sup>st</sup> page of each new lab, put your name and the date you will begin the lab.
- Put your partner's name under your name (if applicable)
- Begin with the title, purpose/hypothesis and procedure.
- The next item will be a data section that leaves places for data to be recorded.
- A student who has not completed the pre-lab may not participate in the lab activity!

### Optional (teacher's choice) Lab book guidelines

- a quiz on the lab procedure
- A student generated flow chart on the page opposite the title/procedure page. The data section follows.
- Date and sign every page after completion of work on that page.
- Listing of materials used in the lab
- Pre-lab questions