A. Notebook Checklist
1. Complete:
   • Notebook is official record that all experiments have been completed
   • Everything goes into notebook – all content is recorded in notebook
2. Independent:
   • Each student is responsible for keeping a notebook
   • Independent record from formal reports
3. Permanent:
   • Notebook must be bound – no spiral-bound, no perforation, no 3 hole loose leaf pages
   • DO NOT ERASE – use pen NOT pencil
   • DO NOT tear out pages or tamper with notebook

B. Guidelines:
• Leaving several blank pages between experiments
• Annotate, annotate, annotate! Write down as much as you can about what you are doing as you are doing it. Laboratory science is NOT a memory game.
• Define terminology and variables with UNITS!
• Be organize, neat and legible! The information should be is to find and easy to read.
• Space notes out! Leave blank pages for Diagrams, Graphs, Tables and Detailed Calculations.
• Number and Date every pages.
• Break experiment into sections and subsections. Use the lab manual outline scheme to keep notes organized.

C. Basic Outline:
1. Introduction – Title, Name(s), Place, Date and Time(s)
   • Purpose of experiment
   • Pre-experiment notes – describe underlying physics
2. Experimental Procedure – write down what you are doing as you are doing it
   • Annotate your work with a few descriptive sentences
   • Sketch experimental setup – label and define measured quantities
3. Data – All data is recorded in notebook
   • Organize data into tables
   • Label table columns headings with quantities and UNITS
   • Include estimates of uncertainties
4. Analysis – write down a few sentences describing each step
   • Plot(s) of data
   • Detailed/Sample calculations
   • Regression Analysis (RA)
   • Error Analysis
   • Results
5. Summary/Concluding Remarks
6. Answers to questions and/or exercises