

## THE LABORATORY NOTEBOOK

You are expected to purchase a duplicating notebook for use in this course. This will enable you to submit a carbon copy of your data at the end of each workday, and retain the original for your own use.

There are certain basic record-keeping procedures followed by professional scientists which we will employ in this course. They are summarized below.

1. Pages 1-3 of the notebook should be reserved for a Table of Contents and other introductory material. Begin your first experiment on page 4. After that, entries should run consecutively (no blank pages).
2. Begin each experiment on a new page.
3. Make all entries directly into the notebook as you do the work. Never use scratch paper, paper towels, etc. to record data! Label each measurement you enter. (The entry "19.033 g" is not useful; "crucible empty = 19.033 g" is.)
4. Use only non-erasable ink. Never erase anything in the notebook. When you make an error, cross it out but leave it readable. (This means, of course, that your notebook cannot be impeccably neat. It must be legible; beyond that, do the best you can.)
5. Never remove a page from your notebook. If a page is to be disregarded draw a single diagonal line across it.
6. A date should appear at the top of each page. If an experiment carries over to a second workday, indicate where you stop and begin (new date).
7. Sign your name at the bottom of the appropriate page at the end of the working day.
8. Abbreviations are perfectly acceptable, provided that a knowledgeable reader (in this course, me!) can decipher them. Standard examples are g, mL, min, sec (or s), and hr. Others include temp (for temperature), ttn (titration), and dist (distillation).
9. When working with a partner, each person should record the appropriate data.
10. For more specific information (geared primarily to industrial laboratories), see Kanare, H. M. *Writing the Laboratory Notebook*; American Chemical Society: Washington, DC, 1985.