

## Laboratory Notebook

You are required to record all information in a bound laboratory notebook. Record in ink, not in pencil. Record directly in the notebook. Scraps of paper are not allowed. Begin each experiment on a new page. Write your name and the names of partner. Record the title of the experiment and the date. Data that is acquired electronically can be referred to in your notebook as being in a certain file, but if you have printout can keep a folder with data and refer in your lab notebook to appropriate page in folder.

John Smith

Exothermic Reaction

Partner: Mary Jones

Jan. 8, 2023

Record information in chronological order. The notebook should read like a diary of events. Do not leave blank spaces to be filled in at a latter time. **Record your activities as well as your data.** Describe the apparatus. Before you write down any numbers, you must briefly describe the procedure you are following. List all equipment that is being used. Be specific. e.g.

*We prepare a 1N NaCl solution by dissolving 22g of NaCl in water using a 500mL volumetric flask.*

*Mass NaCl + weighboat*                      *23.874g*

*Mass weighboat*                                      *1.538g*

*Mass NaCl*    *22.336g*

If you are using an instrument, record its brand and model number along with the settings you select. You must record measurements in original units. e.g. If a thermometer reads in Celcius, record the temperature in Celcius, not Kelvin. If a large number of similar measurements are being performed, prepare a table of data. Label the numbers with headings indicating the units. It should be clear to the reader which numbers are measurements and which numbers are quantities that you have calculated. You may perform the calculations and record the literature values in the notebook, but this is not necessary.