

Laboratory Journal Format

Setting up your lab journal:

1. **Using pen only**, put your name, course code, section and your class period on the front of your journal.
2. Open the journal and label the pages, **using pen only**, starting with 1. Put the "1" on the upper right hand corner of the page. Continue this on each page to page 20.
3. Go back to page 1 and write "Table of Contents" across the top of the page.
4. Underneath the top line make the following columns:

Title of Experiment	Date	Page Numbers
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5. Leave page 2 blank in case the Table of Contents needs more than one page.
6. When you have your first lab, use page three to begin the documentation.

Lab Journal Documentation Protocol

Documentation is essential to science. Documentation skills are simple and will always be used. They will help to demonstrate the integrity of your documentation.

1. EVERY page of your lab journal (except the Table of Contents) must contain all of the following:
 - Experiment title across the top of the page
 - Page number
 - "continued from" (write "Start" if the first page)
 - "continued to" (write "End" if last page)
 - Your signature and the date at the bottom
2. Only BLUE OR BLACK PEN may be used. Never use pencil. Never use correction fluid.

3. ERRORS are corrected by drawing a single line through the word(s), then right next to that, write your initials and the date.
Example: I made a ~~mistake~~ mistake. bkb 8/20/05
4. If the error involves an ENTIRE PARAGRAPH OR DATA TABLE, draw the line diagonally through the work, then put your initials and date.
5. If the page has a LARGE NUMBER OF UNUSED LINES after you are done documenting, draw a diagonal line through the unused lines, write "VOID" in the middle and initial and date.
6. Occasionally we might TAPE A PIECE OF PAPER INTO THE LAB NOTEBOOK. After it is in place, along the edge of the paper write the page #, your initials and the date. This way if the paper ever falls out, you can tell that something used to be there.

General Lab Journal Rules:

1. A lab journal is considered a legal document in industry. The company owns the journal and the work you document in it. Any discoveries you make or ideas that are patented become the company's ideas and patents. That is what they pay you to do. So the lab journal plays an important role between a biologist and the company for which you work.
2. The lab journal is frequently the main record that is kept in research. It is supposed to contain enough information so that anyone could read the journal and reproduce the experiment or test, exactly!
3. There are several documentation rules that you will be asked to follow this year in lab. They are simple, but very important. It will take about three labs or so to get used to the documentation rules. After that you will find yourself automatically doing them. The vast majority of your lab journal grade has to do with your ability to follow the rules of documentation.