

## 7. Laboratory Data Book

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Each group is required to have an **up-to-date, hard cover, bound data book**. Only one book is required per group. However, students may use separate, individual books if preferred. The data book is used to record all physical measurements and observations during the course of an experiment.

The first page of the book should contain a **Table of Contents** which is to be completed as the work proceeds. Leave at least 2 pages at the beginning of the book to allow for the Table of Contents.

Your lab book should contain:

- information pertaining to your pre-lab preparation
  - experimental objectives
  - experimental method and/or strategy
  - theory and sample calculations
  - the number and type of runs (experimental design/plan)
- tables of manually recorded data.
- printouts of computer acquired data can be stapled into your lab book
- notes about any environmental factors that might influence your results
- interpretation, and conclusions

All data should be recorded in tables in an orderly fashion with appropriate headings and units. Try to record data and observations as neatly as possible.

All pages should be sequentially numbered. Every page must be labeled with the experiment title, with the date that the particular experiment was conducted, and signed by each group member and witnessed by the experiment supervisor or lab technician. All records need to be written in pen NOT pencil. DO NOT erase errors. Instead draw a single line through the error and enter the correct result above. In real working situations, the laboratory data book serves as a legal record and therefore, good record keeping is very important.

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Last updated Feb. 4, 2020