

Guidance on how to keep a 'good' lab book

N.Tuzi 2009

Why keep a lab book?

- Record of what was done and found/observed
- In ODL it will be used as part of your revision for your exam

In a research lab:

- records are kept so that the experiments performed can be repeated by another scientist
- lab books may be audited by external bodies
- the lab book will be referred to when work is being prepared for publication and/or a postgrad thesis

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Lab book page

<u>Date</u>	<u>Title</u>									
<u>Aim</u>										
<u>Method</u>										
"See page x of course book" Record any deviation from the protocol										
<u>Results</u>										
Words	Refer to another page									
Table	Labelled drawing									
<table border="1" style="width: 50px; height: 50px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>										Title
<u>Conclusions</u>										
	Page Number									

See pages 29-31 of course book

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Do, Don't and If – part 1

- Do write up as you go along
- Don't make notes on scraps of paper
- Do draw in pencil, not pen
- Do make your drawings a good size
- Do label diagrams and give them a title
- Do not leave blank pages – cross-reference to other pages in your book
- Do not 'select' which results you record, record them ALL
- Don't write out method details – just refer to specific page(s) in course book
- Do record any deviations made to the method in the course book
- If you include information from another source e.g. text book or web, make sure you cite the reference

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Do, Don't and If – part 2

- Don't deface your book – if you make a mistake, put a line through it (but so you can still read it)
- Don't tear out any pages from your book
- Don't lend your lab book to anyone
- If you miss a practical (for a legitimate reason) you will need to obtain a copy from another student (this will be done by a technician during a practical), put the copy in your lab book and acknowledge where you got it from – make it clear for the marker that it is not your own work/words

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Assessment of ODL Lab Books Part of in-course assessment and is worth 15% of final mark

- Formative feedback is during practical 5 (week 6)
- Summative marking is during practical 10 (week 11)

See pages 27-28 of course book for details

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