

How to Properly Use a Notebook, Logbook or Journal to Document your Science Project Experience.

(Adapted from <http://plymouthschools.com/Science/scifair9/logbook.htm>)

THE NOTEBOOK:

- Use a common 100 page composition notebook
- PAGES ARE NOT TO BE REMOVED. Simply put a line through errors.
- All pages are to be numbered before any data is entered.
- All entries are to be dated.
- Each new entry is to begin on a separate page.
- Use more than one notebook if necessary.
- Do not put rough drafts of the research paper in the notebook.

CONTENTS OF THE NOTEBOOK:

- List of potential science fair projects.
- Project title.
- Experimental Design. Identification of Variables, etc.
- DATA TABLES (RAW AND SUMMARY DATA)
- Daily observations (similar to a diary)
- Calculations.
- Graphs
- Reading notes from literature pertaining to the project.

DOCUMENTATION: The proof that the experiment was completed.

Ø DATE ALL ENTRIES IN THE NOTEBOOK

- Ø Photograph your activities when ever possible. Photograph the progress in various stages of completion when possible. Do not use photographs having full facial shots on your display board.
- Ø If scientific equipment is used you must save all print outs from the machine.
- Ø If the project is a continuation from past years, you must have all old notebooks and all required certification forms.
- Ø The burden of proof that the project was completed is the student. To avoid any questions as to the validity of your experiment you should document everything.