

## Dr. Merritt's Rules & Guidelines for Science Notebooks

- 1) Except for the pages devoted to the Table of Contents (TOC), all notebook pages should be numbered at the bottom, outside corner.
- 2) All notebook pages should be *dated* at the top, outside corner.
  - We will use a widely accepted scientific date format: YYYY-MM-DD
- 3) Every page should list the investigation number (for example, "INV#3") at the top of the page near the binding.
- 4) Start each new investigation on a right-sided (odd numbered) page.
- 5) Very little of the writing included inside of the notebooks should be done in pencil or colored pencil. Instead, please use a water-resistant ink pen.
  - Exceptions can be made when drawing/sketching and graphing.
- 6) Attach all loose materials into your notebooks with glue (or staples).
  - Do not use tapes. They tend to crack and discolor (e.g., yellow) over time.
- 7) When recording data, mistakes should never be erased.
  - Rather, data recording mistakes should be crossed out with a single (or double) line and initialed so that the information is still legible.
  - Never use liquid white out (Tipex) to erase data mistakes.
- 8) All notebook entries should be legible to both yourself and others.
  - You are not writing just for you! Other people, such as your classmates and your teacher, need to be able to read your writing.
- 9) Use your science notebook only for work that is directly related to a scientific investigation.
- 10) Do not use your science notebook for coursework from other subjects (put no math, history, or other subjects in your science notebook).
- 11) Do not remove any pages from your lab/field notebook.
- 12) Find a way to create a Back-up copy of the completed pages in your science notebook (e.g., scan or take pictures of them and save them in Google Drive).