



#### 4. The Laboratory Notebook:

- a. The laboratory notebook is a permanent record of your work in the laboratory. Always enter your data directly into the notebook. Never write data on another sheet of paper with the idea of transferring it to the notebook. All entries in the notebook should be done legibly in ink. If an error is made, do not obliterate the data or tear the page. Draw a single line through the data and write a brief note explaining why the data was wrong. Include your initials next to this data.
- b. Each page must be consecutively numbered. No page should be skipped. It is not permitted to go back and make entries on previous pages.
- c. Use the first page of your notebook to write a table of contents. You should begin each new experiment on a fresh page. Cross out any space on the last page of each report that is not used.
- d. Write the title of the experiment on the top of the

0.0182 Tc[(on)] TJETQq0.0000912

*References.* List any sources you consulted to interpret your results. Use ACS style Referencing.

Example of referencing style

Books Author, A. B.; Author, C. D. Book Title; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 1, pp xx-yy.

Bard, C. Environmental Chemistry; W.H. Freeman and Co.: New York, NY; 1999 pp 96-98.

Journals: Author, A. B.; Author, C. D. J. Abbrev. 20XX, vol, xx-yy.

McGowin, A.E.; Hess, G.W. *J. Chem. Educ.* 1999, 76, 1234

## **Title IX Statement**

*Millersville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, Title IX requires University faculty members to report incidents of sexual discrimination, including sexual violence,*

*information about any incidents of sexual discrimination or sexual violence during a classroom discussion, in a writing assignment for a class, or in other contexts, faculty must report that information to the Title IX Coordinator. This information will only be shared with the Title IX Coordinator, who is the individual on campus designated to respond to reports of discrimination or sexual violence. While the Title IX Coordinator is not a confidential source of support, they will address matters reported to them with sensitivity and will keep your information as private as possible.*