

Physics 103 – Musical Acoustics Lab Notebook Tips

1. All of your lab notes, calculations, and graphs are recorded in your lab notebook. A bound, graph paper notebook is preferred – the bookstore has both spiral-bound and composition types. Please do not use a loose-leaf binder.
2. Create a table of contents on the first page of the notebook.
3. Number all pages as you proceed through the notebook.
4. On the first page of any new lab, write the *date*, the *title of the lab*, and the name(s) of *your lab partner(s)*.
5. Use pen, not pencil. If you make a mistake, simply cross it out with a single line, don't erase.
6. Record data, descriptions and diagrams as you go along in the lab. Don't write on scraps of paper or in the margins of your lab handout with the idea that you'll transfer the information into the lab notebook at a later time.
7. Make sure that all numerical data are labeled with units and identified.
8. Write brief commentary as you proceed that describes what you're doing, so that someone who reads your notebook later would have a good sense of exactly what you did. This may include sketches of apparatus set-ups. There's no need to copy down the procedure in detail, though.
9. Tape all computer-generated output such as graphs and data tables into your notebook such that nothing sticks out of the sides. You may need to trim pages with a paper cutter, or fold in half and tape one half down.
10. Whenever possible, compare your results to any expected results and describe any discrepancy as best as you can.
11. All lab write-ups need the following elements:
 - title, date, and name(s) of lab partner(s)
 - a statement of purpose
 - answers to all questions, in complete sentences
 - complete set of all data
 - a concluding statement that summarizes what you learned

In addition, make sure that you show well-documented sampled calculations for any required data analysis and that graphs are properly labelled with useful titles and appropriate units.

12. Your notebook needs to be checked and initialed by an instructor before you leave the lab.
13. Lab notebooks (with completed write-ups) are due by 12:00 noon on Friday following each lab session. The drop box is located on the floor outside Carnegie 329.