

## Suggestions for writing the Labbook

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1. Give a short description of the lab task.
2. Design the whole process briefly.
3. If you have question about the task or the process, clarify it in advance.
4. Label each part of the notes with a title. The lab-notes should be easily readable for others and for you(to review) some time later.
5. Give an illustrative sketch about your setup.
6. Study the specification of each device before you use it. Write down those specification which is strongly related to your lab.
7. Try out one measurement coarsely(with larger steps) first, so as to make sure that the system is working. Here, you may not write down too much notes or data, but still some: description of the phenomenon in general with one or two sentence, the max and min value of your data, etc. Then you carry out the measurement as you planned (i.e. with small steps, or acquire the data automatically, etc.).
8. Before you start the measurement, write down all the related parameters. When recording your data, pay attention to the significant figures, do not forget the unit. If the data is acquired through computer and will be saved in a file, specify the structure of your data, write down the filename.(refer to “MIT requirement” for further suggestions)
9. If you meet any problem during your lab, describe the problem briefly and describe how you fix it.
10. Provide necessary information about how to carry out the evaluation.
11. If you are going to repeat a measurement, possibly with different parameters, specify the reason and also your expectation.
12. Finish the evaluation of each section as soon, summarize the results, the problem...Then plan/design what to do next.
13. After all the evaluation, summarize the whole lab in the end.