1. **Rough Drafts:** Rough drafts for any part of the project, as well as all saved versions of any work done directly on the computer must be included in your lab notebook.

2. **Title Page:** Include the title of your project or the question; your name; your school; your grade (e.g. 5th); the names of your classroom teacher & science teacher; the date.

3. **Table of Contents:** List all sections of your notebook with page numbers.

4. **Investigative Question:** State the scientific question you are investigating.

5. **Abstract:** Give a 1-2 paragraph descriptive overview of your project. Include the purpose, procedures and summary results of your investigation.

6. **Background Research:** Include background information, definitions and research you did during the course of your project.

7. **Hypothesis:** State your hypothesis about the proposed relationship between the independent and dependent variables. State your reasons for choosing your hypothesis.

8. **Materials:** List all your materials and the amount used of each.

9. **Procedures:** Write a complete, numbered, step-by-step description of how you conducted your investigation.

10. **Data, Observations:** Try your experiment at least 5 times. Keep a complete record of all data and observations. Organize the numerical data into table(s). Include variables and units of measurement. If you have recopied any data, place your original laboratory data in the back of the project notebook (This includes all saved versions of work done on the computer.) Include notes, photos, drawings, changes in the variables, and/or unexpected responses.

11. **Measurements:** All measurements must use the metric system when possible.

12. **Results:** Find averages of all measured data and final observations (Not a conclusion.)

13. **Graph of Results:** Display your results on a graph. Graphs must be student generated and appropriate for the type of data collected. Computer graphs are acceptable. Include variables and units of measurement on graphs.

14. **Conclusion:** Write the conclusion to your investigation. Restate the investigative question. Was your hypothesis correct? Use results to prove the conclusion. Include error analysis and what was learned.

15. **Applications and Future Research:** Explain how the information you learned could be used in the real world. Describe how you would change your investigation or extend your experiment in the future.

16. **Resources Cited:** List all sources of information using the proper format: e.g. Internet websites, encyclopedias, books, people interviewed, magazines, etc.

17. **Acknowledgments:** Give credit to anyone who gave you any special advice or help, such as typing the report, helping you find information, assisting with building, or setting up or conducting your experiment.