**Documentation guideline (for notebook)**

### **Aim**

The documentation should be complete, precise and relevant. It should allow others to understand and reproduce the experiment. It should allow the PI to find the raw data associated with a published figure.

### **Considerations**

- Use a prenumbered notebook, write with a pen.

- Enter a table of content with cross-references (digital if possible so that it is searchable)

- Use unique identifier for each experiment on a new page (e.g., use date + your initials).

- Give a title.

- Record date, time, location, contributors

- Start with few introductory lines about the background, question/hypothesis and aim of the experiment.

- Enter the detailed experimental design with detailed protocols about sample preparation and experimental procedure.

- Record the equipment acquisition settings, calibration and other details (also important for troubleshooting later).

- Write along in your notebook as the procedure goes and don’t wait for the end of the experiment to write up, so that you don’t forget. Leave space for notes and printouts. You can cross out unused spaces later.

- Add notes about last-minute changes and problems you encounter **while** performing the experiment.

- Link to where raw data and analysed data are stored/saved.

- Link to figures used in presentations and publications.

- Cross-reference computer files and give them the same unique identifier as in your notebook.

- Explain how the raw data was analysed.

- Write the conclusion of the experiment

- Write the next steps

- Read again the whole entry and rephrase what is not clear and add additional missing information. Make sure a third person can understand everything and reproduce the experiment.

- Get it approved/checked by the PI or another senior scientist

### **References**

<https://www.labfolder.com/keep-lab-notebook/>

### **Template**

Identifier:

Title:

Date, time, location, with whom:

Continued from:

Background:

Question:

Aim:

Experiment (with all details regarding design, samples, protocols, acquisition settings):

Data analysis:

Data storage:

Cross-references:

Figures:

Conclusion:

Next steps:

Continued on:

Checked by: