



# How do I format my Research Journal?

Mr. Mauricio Gonzalez

# Do Now

- Take out Portfolios for grading.
  - Make sure you have the signed lab agreement at the front.
- Place your Scientific Method Stick lab report in the tray.
- Work on drawing any pattern you like on the worksheet provided.

# Objectives

- I can correctly format my research journal?



[http://l.bp.blogspot.com/\\_Tnf42u-foFO/TE43BgiOYpI/AAAAAAAAA5k/xpoEUXookpo/s1600/Science+Journal+Label+2.bmp](http://l.bp.blogspot.com/_Tnf42u-foFO/TE43BgiOYpI/AAAAAAAAA5k/xpoEUXookpo/s1600/Science+Journal+Label+2.bmp)

**How do I format my Research Journal?**

# Clarify Different Names

- Research Journal
- Research Notebook
- Laboratory Notebook
- Design Notebook
- Project Data Book

How do I format my Research  
Journal?

# Why is your research journal important?

- Proper documentation of laboratory/field work is critical.
- Good researchers do it.
- Legal documents that are used to obtain patents and protect research.

# Formatting your Research Journal

- Someone to repeat your work.
- Chronological log of everything:
  - Lab/field work
  - Mentor/Advisor meetings
  - Brainstorming ideas

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# Common Guidelines to Follow:

- Use only a bound notebook. Put your name, e-mail address, phone number and Class ID on the first page of the notebook.
- Set aside the next 4 pages or last 4 pages of the notebook to be used for a table of contents.
- Make sure that all of the pages after the table of contents pages are numbered before you use the notebook.
- Never remove pages from the notebook for any reason.

# Common Guidelines to Follow:

- Use only black or blue ink to ensure that the entries will show clearly after photocopying.
- Make sure that your handwriting is clear, complete, and legible.
- **Make sure you have a complete record of the work that you did each day including: brainstorming, observations, and data.**



# Common Guidelines to Follow:

- Record data and observations immediately and directly into the notebook--not on a separate sheet of paper.
- If you have separate pages (such as instrument printouts or graphs) that need to be included in the notebook, you may add them but never cover information up when you do so.
- Never fold a page into your notebook.

# Common Guidelines to Follow:

- If you have to affix material into your notebook, tape or paste all sides of it to the notebook page.
  - Indicate the date on which the material was added.
- For corrections, put your initials and a date next to the corrections added.
- Be certain that your sponsor, mentor, or a designated adult signs at the end of each dated entry to provide evidence of your work.

# Research Notebook Evaluations

- Your notebook will be evaluated 3 times throughout the school year. (Dates TBD.)
- The evaluation will include the following major parts:
  - Entries of original work,
  - Detail,
  - Neatness and,
  - Project Conference notes.

# Research Notebook Evaluations

- The evaluation will also include:
  - Entry dates + numbered pages,
  - Loose pages attached to notebook,
  - Contacts and resources, and
  - Reflections.
- The grade will be included in your Tech. Read + Write grade.

# Research Notebook Evaluations

**5% of your MP grade**



## RESEARCH JOURNAL EVALUATION FORM

Mr. Mauricio Gonzalez

Name \_\_\_\_\_ HS Credits: \_\_\_\_\_

Class: \_\_\_ PreReq \_\_\_ A CAS 109 \_\_\_ A CAS 110 \_\_\_ A CAS 209 \_\_\_ A CAS 210

Requirements for Cover: Student's Name \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Class ID \_\_\_\_\_

Item	Max Value	1 <sup>st</sup> Eval.	2 <sup>nd</sup> Eval.	3 <sup>rd</sup> Eval.
Daily entries showing original work and accomplishments	40			
Level of detail (including brainstorm ideas)	35			
Readability and clarity	5			
Entries for lab, field, and Student/Teacher meetings	10			
Dated entries + pages numbered	5			
Loose pages attached to notebook + entries in ink	5			
Entries for contacts and resources	Individual pages included in notebook where applicable. (-5 points each if not included)			
Table of contents				
Requirements for cover				
Reflection 01 – Choosing a Project (Step 01)				
Reflection 02 – Literature Review and Mentors (Step 02)				
Reflection 03 – Design Process (Step 03)				
Reflection 04 – Project Management				
Reflection 05 – Communication				
Reflection 06 – Ethics				
Reflection 07 – Social Context				
TOTAL POINTS	100			
Appropriate information from research journal is contained in the Project Documentation	-----	-----		

Comments for 1<sup>st</sup> evaluation: \_\_\_\_\_

How do I format my Research Journal?

# Your Research Journal should...

- have clear notes that are relevant to the research project.
- portray a **VERY** good idea of what your project consists of.
- include brainstorm ideas.
- have diagrams and tables that relate information to each other.

# Your Research Journal should...

- include elements of your written report, summaries, materials, reports, resources, etc.
- Have a daily log of what you accomplish when you work on your project.



# VERY IMPORTANT!

- Every time you start a new day of notes the date should be clearly written and visible.
- Every time you include a new day of notes you should include a clear task or aim that describes what your notes are about.

# Avoid

- You should not waste paper.
- Try to avoid inserting large pieces of loose paper. Rewrite old loose notes into your journal and glue or staple important documents into the leaves.
- The neater you write the information, the more I can help you with your notebook and your project.

# Activity

- Add the Journal Evaluation Form to the inside flap of the back cover.
- Review the Form.

# HW

- Format your research journal.

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