

Project Log

A PROJECT LOG is an important resource. It is a permanent written record of **all** that you do during your investigation. Not only will it allow you later to write a thorough and accurate **Report** but also, just by writing it, you will have to think about what you are doing. This thinking will improve the quality of your Science Project.

The Guidelines:

1. The notebook must be bound. Loose paper is unacceptable.
2. The front cover must have a title that describes your investigation. Other information that should be included on the cover is, your name, your teacher's name and the time period covered by your investigation.
3. Leave the first two pages of the Project Log blank. You will use these to create a table of contents. Number all the pages that follow in the top, outer corner of each page.
4. All writing should be done in blue or black ink.
5. All entries should be written legibly. If your handwriting is poor you should print.
6. All right-hand pages should be for formal entries. These include all thoughts, data, graphs, observations etc. The left-hand pages are more like scratch paper. Here you can make rough sketches, doodle and do calculations.
7. Never tear a page from your Project Log. If the information on a page is not to be considered, draw a single diagonal line through the entire page.
8. Photographs, computer printouts and other added material should be clearly labeled and taped or glued to a right-hand page.
9. All numbers should carry the proper metric units.

REMEMBER: Your PROJECT LOG will see some action. It won't be pretty. Your REPORT will be the pretty document. You should make every effort, though, to make sure the PROJECT LOG is complete, accurate, logical and as neat as is possible.