

FORMAT FOR TABLE OF CONTENTS

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14 June 1990, 28 Mar94, 5 July95, 25June96, 3July97, 3Jan98, 26Mar00, 22Mar01, 25June03, 2Jan04, 25June09, 28Dec09, 9Sept11
http://biology.clc.uc.edu/fankhauser/Labs/Keeping_a_Notebook/Table_of_Contents_Format.htm

TABLE OF CONTENTS

- 1) After the first lab, create your table of contents in the format suggested below. You will find that typing it up in a spread sheet simplifies the process, although it may be done in word processing. Starting it now will save you time at the last minute. Before you turn in your notebook for grading, fill in your table of contents for all labs completed. (If you do not have a personal computer at home, go to the Computer Lab here at the college and use theirs. There are people to assist you there if you are new to computers.) Start your table of contents file now and add to it as you perform each lab.
- 2) Use the following **single-spaced** format for your table of contents. **Make an entry in your table for every page.** If an experiment continues for several pages, some ditto marks may be used, but indicate the specific aspect or phase of the experiment found on each page.
- 3) CAPITALIZE HANDOUT SHEETS, this will make them easier to locate.
- 4) Mount your table of contents on pages ii through iv which you have marked in the first few pages in your notebook.
- 5) The second time you turn in your notebook, you may either add to the previous table of contents list which you saved on your disk or on your computer, or you may type up the new entries and strip them in directly under the previous entries with contact paper.

If you use a spread sheet for your table, "stretch" the columns to fit the entry topic, etc.

If you use word processing, here are suggested margins for your table of contents. set the and tabs as indicated for 8.5" x 11" paper, all in inches from the left margin of the page:

Set margins: **L margin at 1", R margin at 6.5" (from the left edge).**

Set left-justified Tabs:

1.5" for the topic,



5.5" for entry date.



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<u>page</u>	<u>entry topic</u>	<u>date</u>
cover	LAB SCHEDULE , First Half	9 Oct 2011
i	Handout Table of Contents, First Half	9 Oct 2011
ii	My Table of Contents, First Page	[date mounted]
iii	My Table of Contents (future)	[date mounted]
iv	My Table of Contents (future)	[date mounted]
1	First Day's Lab Notes on Notebook Use	9 Oct 2011
2	LABORATORY NOTEBOOK PROCEDURE	9 Oct 2011
3	CONTACT PAPER FOR MOUNTING HANDOUTS	9 Oct 2011
4	USE OF NOTEBOOK ILLUSTRATIONS	9 Oct 2011
5	Notes on using the Microscope	9 Oct 2011
6	BINOCULAR MICROSCOPE: ITS USE AND FEATURES	9 Oct 2011
7	Microscope illustration	9 Oct 2011
8	USING AND EVALUATION THE MICROSCOPE	9 Oct 2011

etc