FORMAT FOR TABLE OF CONTENTS

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http://biology.clc.uc.edu/fankhauser/Labs/Keeping_a_Notebook/Table_of_Contents_Format.htm

TABLE OF CONTENTS

1) Start a computer file *soon*, using the formatting suggested below for your table of contents and add to it as you perform each lab. It will save you time at the last minute before you turn in your notebook. When you get ready to turn in your notebook for grading, print out your completed table of contents. 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 or need help with the formatting.
2) Use the **single-spaced** tabulation format for your table of contents as shown below. **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 reserved in the first pages of 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 print out the new entries and strip them in directly under the previous entries with contact paper.

Here are suggested margins and tabs to set on the computer 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"**.

Set Left Tabs:

1.5" for the topic, ↓ **5.5" for entry date**. ↓

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page	entry topic	date
cover	LAB SCHEDULE , First Half	6 July 09
i	Handout Table of Contents, First Half	6 July 09
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	6 July 09
2	LABORATORY NOTEBOOK PROCEDURE	6 July 09
3	CONTACT PAPER FOR MOUNTING HANDOUTS	6 July 09
4	USE OF NOTEBOOK ILLUSTRATIONS	6 July 09
5	Notes on using the Microscope	6 July 09
6	BINOCULAR MICROSCOPE: ITS USE AND FEATURES	6 July 09
7	Microscope illustration	6 July 09
8	USING AND EVALUATION THE MICROSCOPE	6 July 09

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