Setting up the project data book

Write first and last name, and biology period on the front cover in marker.

Copy these rules onto a Post-It note inside the front cover of the data book. Follow them when writing in the data book:

- All entries must be in blue or black ink.
- Write only on the front of each page.
- Date all entries.
- Do not erase, white-out, or completely blot out a mistake.
- Do not leave blank pages.
- Do not tear out pages.

The first page of the project data book is the title page.

- The title of the project will go in the center of the page. Add the title when the project is complete.
- In the lower right-hand corner write
  - First and last name
  - West Port High School
  - Mrs. David
  - Biology, class period
  - School year

The second page is titled Table of Contents.
List these topics down the left side:

- Acknowledgements
- Research
- Purpose
- Hypothesis
- Materials
- Procedures
- Experiment
- Analysis
- Conclusion.

Enter only the first two page numbers for now. Remember to add the page numbers as sections are completed.

Number the remaining pages in the upper right hand corner on the front of the page only.

Page number 1: Acknowledgments.
- Express appreciation to individuals or businesses that personally help you.
- This is NOT a bibliography.
- Copy these reminders onto a Post-It and stick it to the Acknowledgements page.
  - Not for research sources.
  - Personal help only.
  - Do not name test subjects.

Page number 2: Research.
- Background research is written into the data book.
- Before taking notes from a research source, write reference information on the top of the page.
- Begin a new page for every new resource.