

Personal logbook details

Note: only English language written in Latin alphabet allowed!!!

Goal of logbook is for one to be able to understand and reproduce easily experiments from the past.

1. Front cover label: Name, POE/FSE, Year when logbook is started
2. First page: Personal details (name, email, phones, project code, other useful info, etc.)
3. Second page: List of acronyms
4. Third and fourth page: Table of contents - to be filled as experiments are added in the logbook (the pages have to be numbered)
5. Next 5 (double) pages left blank for experimental procedures
6. Experimental entries: Logbook is chronological and each experiment should be numbered with the person initials followed by 3 digits number: AB(C)001. The initials should form a unique identifier of that person within our group (see appendix1 for more details).
7. Each experimental entry should be written on the right side page (with left page left empty for pasting graphs and tables later on). Alternatively you could use the left side page for experimental entries, with the right side being empty, if you prefer so. The experimental entries should have the following structure:
 - a. Date + Name of experiment + experiment number
 - b. The data will be saved in a unified format that should look like this: T2077 el 02.dat, where the highlighted part comes from the experiment name. The first part of the file name is mandatory, but the subsequent number/letters combination are created keywords that have to be clearly documented in the logbook. In case you don't have an experiment number (e.g. you are measuring a sample produced by someone else outside POE group), you can skip the 3-digit experimental number. Similarly, if you get your samples analysed externally, you should rename them to your own naming convention later on.
For additional info check <http://www.rug.nl/research/zernike/rdmp?lang=en>
 - c. Goal of experiment
 - d. Background of experiment (if needed)
 - e. Experimental details (see appendix 2)
 - f. Notes (everything non-standard should be mentioned here)
 - g. Graphs and other experimental results should be added on the left (or right) page (when applicable)
 - h. Conclusions
8. Making changes to previous written text: strike through text that has to be deleted. Changes should be dated!

How the logbook should NOT look like:

- a. No goal and no conclusions at the end of each experiment.
- b. No graphs/results pasted on the left side
- c. No arrows, crosslinks, scribbles that other people cannot understand
- d. No series of numbers without meaning/units
- e. No Chinese, Ukrainian, Dutch or other languages/alphabets allowed.

Appendix 1: Unique name identifiers

Full name	UNI	Years left to grad
1. Angga Dito Fauzi	ADF	<1
2. Andrea Mura	AM	-
3. Azadeh Rahimi Chatri	ARC	2+
4. Arjen Kamp	AFK	-
5. Aprizal (Ervin) Sengrian	ES	<1
6. Artem Shulga	AS	<1
7. Anne in 't Veld	AV	<1
8. Bart Groeneveld	BG	2+
9. Bartosz Matysiak	BM	<1
10. Bauke Steensma	BS	0
11. Daniel Balazs	DBa	<1
12. Dima Bederak	DBe	2+
13. Herman Duim	HD	<1
14. Hong-Hua Fang	HHF	<1
15. Insan Nugraha	-	0
16. Irene van de Riet	IR	<1
17. Jane Kardula	JK	<1
18. Jan-Anton Koster	JAK	-
19. Jian Liu	JL	<1
20. Jorge Salazar	JS	<1
21. Luna Han	LH	<1
22. Maria Loi	ML	-
23. Musty Abdu-Aguye	MA	1+
24. Natasha Sukharevska	NSu	2+
25. Nutifafa Doumon	ND	2
26. Renate Hekkema	-	-
27. Sampson Adjokatse	SA	1+
28. Sanne Berg	SB	
29. Shuyan Shao	SS	0
30. Simon Kahmann	SK	<1
31. Solmaz Torabi	ST	<1
32. Tejas Sherkar	TS	<1
33. Teodor Zaharia	TZ	-
34. Vladimir Derenskyi	VD	0
35. Vincent Le Corre	VLC	?
36. Wytse Talsma	WT	2+

Appendix 2: Experimental details

1. Solution making
 - a. Type and amount of material
 - b. Type and amount of solvent
 - c. Concentration (desired and/or achieved)
 - d. Temperature of solution
2. Spin coating
 - a. acceleration
 - b. rpm
 - c. time
 - d. open/closed lid
3. Blade coating
 - a. Blades temp
 - b. Blade velocity
 - c. Height of the blade (um)
 - d. Solution used
 - e. Volume of solution
 - f. Number of layers
4. Atomic Layer Deposition
 - a. Target material
 - b. Process temp
 - c. Number of cycles
 - d. Recipe used
5. Dip coating
 - a. Solution used
 - b. Dipping time
 - c. Dipping speed
6. Thermal evaporation
 - a. Target material
 - b. Thickness (desired and/or measured)
 - c. Evaporation rate
7. Spectroscopy
 - a. Wavelength used
 - b. Detector used
 - c. Slit size (both SS, TR)
 - d. Laser power (for excitation) + pulse picker (division number)
 - e. Filters (if any)
 - f. Transmission or reflection mode
 - g. Sample information