

## 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, Group/Faculty, Year when logbook was started/issued
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.
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 (day/month/year) + Name of experiment + experiment number
  - b. The data will be saved in a unified format that should look like this: AB(c)001 xxx xxx.dat, where the highlighted part comes from the experiment name. The first part of the file name is mandatory, but the subsequent number/letters/extension combinations 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 your 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 guidelines)
  - 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. Missing goal and conclusions at the end of each experiment.
- b. No graphs/results pasted on the left side (when they should be present)
- c. Arrows, crosslinks, scribbles that other people cannot understand should not be present
- d. (Series of) numbers without meaning/explanation/units should not be present
- e. Chinese, Ukrainian, Dutch or other languages/alphabets are not allowed.

## **GUIDELINES FOR 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