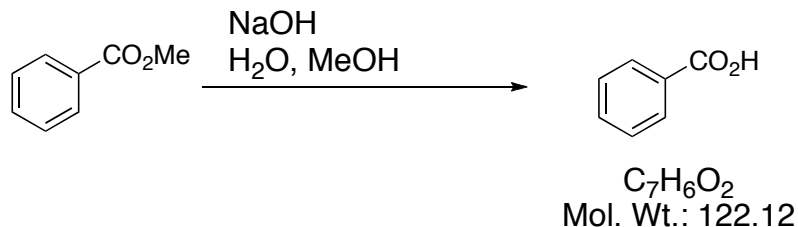


DATE



Reference to exact or related procedure in the literature

	MW	Amt.	mmol	notes (density for liquids, etc.)
Methyl benzoate	136.15	1.00 g	7.34	
NaOH (80%)	40.0	0.50 g	10.0	
H ₂ O		5 mL		
MeOH		50 mL		

Times!!!! All the directions needed to reproduce what you've done, including order of addition, specific procedures, temperatures, and stirring times.

Then, a full description of the workup and purification (what extractions, washes, column conditions, fraction size or column size if unusual).

Include well labeled TLC drawings when useful. Taping in TLC plates is not a great idea - they degrade over time.

Yield (weight and percent)

Name your compounds according to notebook number

Checklist for new compounds:

¹H NMR

¹³C NMR

High Res. Mass Spec.

mp

IR

Hard copies of all data have the structure and compound number drawn on the first page, and are stored together in a binder organized by notebook number.

Always save 30-50 mg of each new compound in a well-labeled vial.