

BOOK RULES

1. Include a red margin on the left hand side of every page that has writing. The margin should be about 2cm wide.
2. All writing is to be in blue or black pen.
3. A ruler is to be used when drawing a line or underlining. Headings are to be underlined in red pen.
4. A title page is required for each new topic.
5. Books are to be covered in plastic or contact.
6. Books should display your name, and be tidy, clean and inoffensive at all times.

Drawing Scientific Diagrams

1. All diagrams are to be drawn in lead pencil.
2. A ruler should be used for all straight lines.
3. Equipment is to be drawn in 2D.
4. Do not draw lines across the tops of glassware or curved lips on beakers, test tubes, etc.
5. When labeling diagrams, label both the equipment and the substance, with straight lines.
6. Make diagrams large (each should be at least 10cm high), simple and clear.