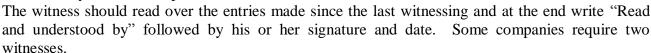
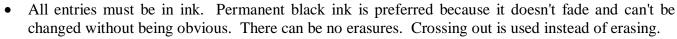
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## **Patent Style Notebook Guidelines**

Revision 0

- Each engineer should keep a notebook in such a way that one "skilled in the art" can understand what is written and can repeat the work.
- The notebook must be bound. Loose leaf, spiral bound, or any other type permitting page removal or insertion cannot be used. The purpose of this requirement, and most of the following ones, is to minimize the possibility of fraud. It should not be possible to later remove a page and substitute a fraudulent one.
- Number the pages sequentially and sign and date every entry and page. Also, periodically have the entries witnessed by at least one person who is skilled in the art.





- Added material such as computer printouts and photographs must be pasted or glued in. No stapling
  or Scotch tape. There can be no blank spaces in the notebook. X's (cross-hatching) are drawn
  through spaces. Never skip pages. Entries should be made frequently to show diligence and nonabandonment.
- More information is available in Chapter 15 of *Disciplined Creativity for Engineering* by Robert L. Bailey, Ann Arbor Science, 1978.

Someone on the laboratory staff should sign your notebook at least once a week.

