

1 Written Report Style

1.1 General Style

1. Use *Only* white 8.5 by 11 inch paper (except as listed in Subsection 1.2.5).
2. Typing must be black, high contrast, and letter-quality. Dot-matrix output will *not* be accepted.
3. The report shall be bound *only* by stapling or clamping *in the upper left-hand corner*. No other binders or folders shall be used (except as listed in Subsection 1.2.5).
4. Use a professional writing style similar to any IEEE or ACM research journal. If English is not your first language, then find someone to proofread your final draft for grammar and spelling (this is what you have to do for a real journal or grant).

1.2 Report Organization

The report must consist of the following items *in the order listed*:

1. Title Page with Abstract
2. Table of Contents (required if Main Text > 5 pages),
3. List of Figures and List of Tables (optional),
4. Main Text (figures and tables may be embedded in the main text, if desired),
5. List of References (if applicable),
6. Figures and Tables (if not embedded in main text),
7. Appendices (if needed).

More detailed instructions on specific items are given below.

1.2.1 Title Page

1. Title, Author(s), Course Number, and Date.
2. Abstract, not to exceed 200 words (may be single-spaced).

1.2.2 Main Text

1. Must be Double-Spaced or One-and-a-half-Spaced.
2. Default font-size should be 12-point or equivalent.
3. All pages must be uniquely numbered in lexicographically ascending order.
4. Section headers must be hierarchically numbered and/or lettered such that different levels of headers are distinguishable from each other.

1.2.3 References and Citations

1. Any statements, data, facts, claims, tables and/or figures taken from sources other than your own work *must* be properly cited where they appear in the text.
2. All references must be listed at the end as specified in Subsection 1.2.
3. See any IEEE or ACM research journal for reference and citation formats.

1.2.4 Figures

1. May be *either* embedded in the main text *or* collected at end of the report.
2. May be hand-drawn and hand-lettered, but *neatness counts!*
3. May be photocopied, but must be easily readable and free of copier “noise”.
4. Must be captioned, uniquely numbered in lexicographically ascending order, and *referenced by number* in the main text.

1.2.5 Appendices

1. Lengthy detailed information such as source code listings or large complex logic diagrams should be confined to appendices.
2. Limit each appendix to one major item or topic.
3. Each appendix must be referenced at least once in the main text.
4. It is permissible to violate the 8.5 by 11 inch restriction in the appendices.
5. The binding of appendices must not impede the readability of either the main text or the appendices themselves. For example, fan-fold paper must be easy to unfold and lay flat. If desired, appendices may be bound separately from the main text.