

1 TEXT FORMAT

1.1 PAGE AND TEXT SETTING

Your report should be printed (single sided) on good quality A4 paper. Page should be set-up as shown in Figure 1-1. Remember that quantity does not automatically guarantee quality; a 150 page report is not twice as good as a 75-page one.

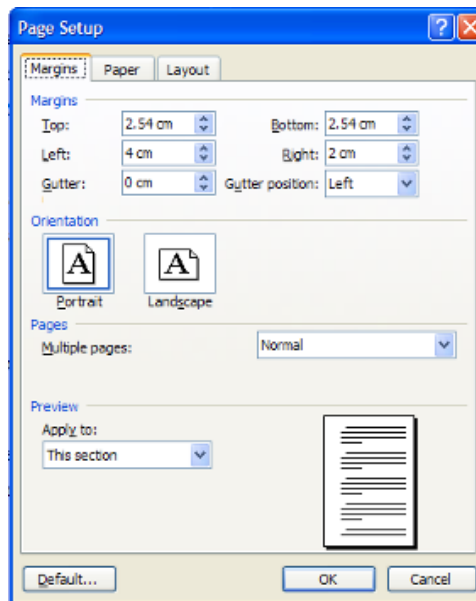


Figure 1-1: Page settings.

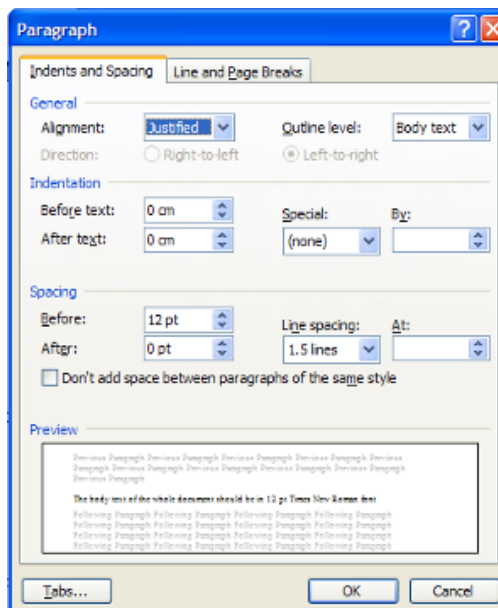


Figure 1-2: Paragraph settings.

The body text of the whole document should be in 12 pt Times New Roman font, justified alignment, no indentation for first line in paragraphs, spacing before paragraphs 12 pt, and line spacing set at 1.5 lines; as shown in Figure 1-2.

1.1.1 Sub-Heading Level 1

There are different headings and sub-headings that you may find useful in organizing your report; these are summarised in Table 1-1.

Table 1-1: List of headings and their formatting.

<i>Style Name in Template</i>	<i>Used for</i>	<i>Format</i>
Chapter Label	Chapters labelling	Times New Roman, Italic, 14 pt., expanded by 3.5, centred, space after: 24 pt., and page break before.
Heading 1	Chapter title	Times New Roman, bold, 16 pt., all caps, centred, space before: 12 pt., space after: 36 pt., and outline numbered at level 1.
Heading 2	Main headings	Times New Roman, bold, 14 pt., all caps, aligned to the left, space before: 18 pt., space after: 12 pt., and outline numbered at level 2.
Heading 3	Sub-headings level 1	Times New Roman, bold, 14 pt., title case, aligned to the left, space before: 12 pt., space after: 12 pt., and outline numbered at level 3.
Heading 4	Sub-headings level 2	Times New Roman, bold, 13 pt., title case, aligned to the left, space before: 12 pt. and space after: 12 pt.
Heading 5	Sub-headings level 3	Times New Roman, underlined, 12 pt., title case, aligned to the left, space before: 12 pt. and space after: 12 pt.

1.2 FIGURES AND TABLES

Use the word “Figure” (“Table”) even at the middle of a sentence when referring to a figure (Table) in text and make sure that all figures and tables are referred to. If your figure has two parts, include the labels “(a)” and “(b)” as part of the figure itself (do not

use two different captions for each figure). Please verify that the figures and tables you mention in the text actually exist.

Do not put borders around the outside of your figures. *Do not use color unless it is necessary for the proper interpretation of your figures.* When re-sizing your figures, make sure that you use the same percentage for your figures height and width.

Use Times New Roman, 12 pt., aligned to the left, single line spacing and with space before: 6 pt. and space after: 6 pt. The style defined in this template for the text used in tables is “Body Text (Tables)”.

1.2.1 Figure Captions and Table Titles

Place figure captions below the figures; place table titles above the tables. Figure labels should be in Times New Roman, bold, 10 pt., and centered with 6 pt. spacing before and 24 pt. spacing after. Table titles should be in Times New Roman, bold, 12 pt., and left aligned with 12 pt. spacing before and 12 pt. spacing after.

The style defined for figure captions in the template is “Caption” and for table titles is “Table Caption”.

1.2.2 Numbering of Figures and Tables

All figures and tables must be numbered in their order of appearance in text. Also, the chapter number must be included in the numbering with a hyphen separating the chapter number and the figure/table number in that chapter. This is set through the caption dialogue box in MS Word as shown in Figure 1-3.

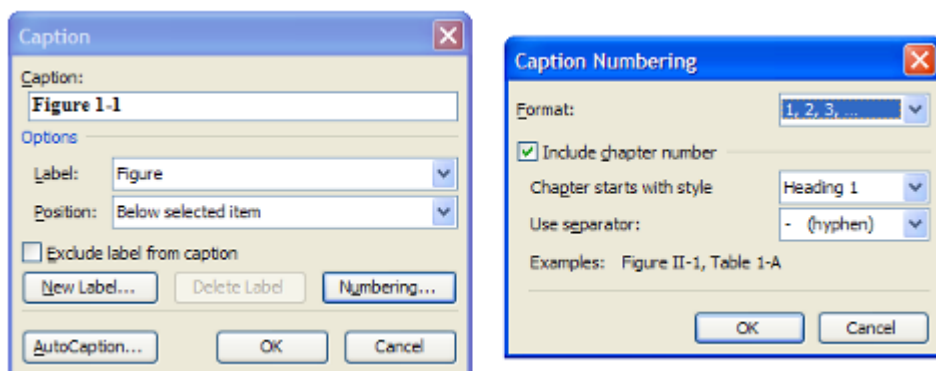


Figure 1-3: Setting caption numbering to include chapter number.

1.2.3 Referring to Figures and Tables in Text

When referring to figures and tables in your text you can use “Figure 1-1 shows...”, “as shown in Figure 1-1”, “(Figure 1-1)”, or “Table 1-1”.

The Cross-reference feature in MS Word can be used to insert references to figures, tables, and even different sections of your report. This feature is accessed through the “Insert” menu – “Reference” – “Cross-reference...”; leading to the dialogue box shown in Figure 1-4.

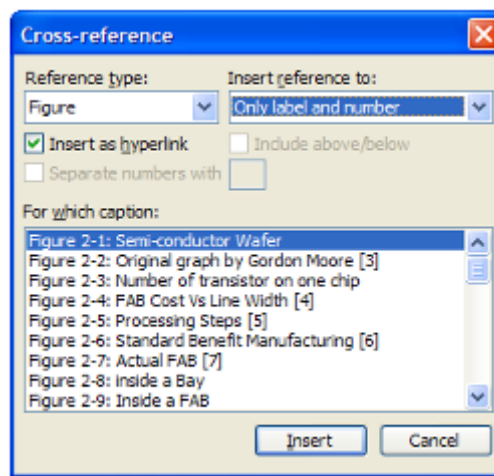


Figure 1-4: Using Cross-reference.

1.3 GENERAL RECOMMENDATIONS

1.3.1 Units

Using SI units as primary units are strongly encouraged. English units may be used as secondary units (in parentheses). An exception is when English units are used as identifiers in trade, such as “3½ in disk drive.” Avoid combining SI and English units, as this often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

1.3.2 Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces:

write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable.

1.3.3 Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the “Equation” mark-up style. Press the tab key and write the equation number in parentheses. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Refer to equations as “Equation (1) is...”; even if it is in the middle of a sentence.

1.3.4 Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm².”

Do not mix complete spellings and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².”

When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”!

Avoid contractions; for example, write “do not” instead of “don’t.”

The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). However, passive voice is preferred.

Remember to check spelling.

2 CITATION AND REFERENCING

The report should be based on the student’s own work and in case of using any parts or copying any figures or diagrams from previous work this should be properly referenced according to the format explained below.

A numbered list of references must be provided at the end of the paper. The list should be arranged in the order of citation in text, not in alphabetical order. List only one reference per reference number.

Each reference number should be enclosed by square brackets. In text, citations of references may be given simply as “in [1] . . .” rather than as “in reference [1] . . .” Similarly, it is not necessary to mention the authors of a reference unless the mention is relevant to the text. It is almost never useful to give dates of references in text. These will usually be deleted by Staff Editors if included.

Footnotes or other words and phrases that are not part of the reference format do not belong on the reference list. Phrases such as “For example,” should not introduce references in the list, but should instead be given in parentheses in text, followed by the reference number, i.e., “For example, see [5].”

2.1 REFERENCES FORMAT

Sample correct formats for various types of references are as follows.

Books:

- [1] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15–64.
- [2] W.-K. Chen, *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123–135.

Periodicals:

- [3] J. U. Duncombe, "Infrared navigation—Part I: An assessment of feasibility," *IEEE Trans. Electron Devices*, vol. ED-11, pp. 34–39, Jan. 1959.
- [4] E. P. Wigner, "Theory of travelling-wave optical laser," *Phys. Rev.*, vol. 134, pp. A635–A646, Dec. 1965.
- [5] E. H. Miller, "A note on reflector arrays," *IEEE Trans. Antennas Propagat.*, to be published.

Articles from Conference Proceedings (published):

- [6] D. B. Payne and J. R. Stern, "Wavelength-switched passively coupled single-mode optical network," in *Proc. IOOC-ECOC*, 1985, pp. 585–590.

Papers Presented at Conferences (unpublished):

- [7] D. Ebehard and E. Voges, "Digital single sideband detection for interferometric sensors," presented at the 2nd Int. Conf. Optical Fibre Sensors, Stuttgart, Germany, 1984.

Standards/Patents:

- [8] G. Brandli and M. Dick, "Alternating current fed power supply," U.S. Patent 4 084 217, Nov. 4, 1978.

Technical Reports:

- [9] E. E. Reber, R. L. Mitchell, and C. J. Carter, "Oxygen absorption in the Earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1968.

2.2 REFERENCES TO ELECTRONIC SOURCES

The guidelines for citing electronic information as offered below are a modified illustration of the adaptation by the International Standards Organization (ISO) documentation system and the American Psychological Association (APA) style. Three pieces of information are required to complete each reference: 1) protocol or service; 2) location where the item is to be found; and 3) item to be retrieved. It is not necessary to repeat the protocol (i.e., http) in Web addresses after "Available" since that is stated in the URL.

Books:

- [10] J. Jones. (1991, May 10). *Networks*. (2nd ed.) [Online]. Available: <http://www.atm.com>

Journals:

- [11] R. J. Vidmar. (1992, Aug.). On the use of atmospheric plasmas as electromagnetic reflectors. *IEEE Trans. Plasma Sci.* [Online]. 21(3), pp. 876–880. Available: <http://www.halcyon.com/pub/journals/21ps03-vidmar>

Papers Presented at Conferences:

- [12] PROCESS Corp., MA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET96 Annu. Meeting. [Online]. Available: <http://home.process.com/Intranets/wp2.htm>

Reports and Handbooks:

- [13] S. L. Talleen. (1996, Apr.). The Intranet Architecture: Managing information in the new paradigm. Amdahl Corp., CA. [Online]. Available: <http://www.amdahl.com/doc/products/bsg/intra/infra/html>

Computer Programs and Electronic Documents:

- [14] A. Harriman. (1993, June). Compendium of genealogical software. *Humanist*.
[Online]. Available e-mail: HUMANIST@NYVM Message: get GENEALOGY
REPORT