

EE 361L Report Grading

Fall 2004

Date: 8/30/04

Instruction: The following are the guidelines that your report should conform to. Each missed guideline is a deduction of 10% of your lab grade (up to a maximum 50% deduction). The missed guidelines are recorded on your graded reports, and are denoted by being circled. For example, if you missed guideline A.3 then on your report you will find "A.3" and it will be circled.

A. Margins and Spacing

A.1. The document should be prepared for 8.5x11 inch paper and maintain the following margins: text width 6.5 inches with 1.25 inch left margin and 1.00 inch right margin, and text height 9.75 inches with 0.5 inch top margin and 0.75 inch bottom margin.

A.2. Fonts should be Times-Roman or comparable style.

A.3. Use font size of 12 points, except for the title which can be between 12 and 18 point.

A.4. Text should be double spaced.

A.5. Text and headings for sections and subsections should be left justified (both left and right justified is acceptable too) with the exception that the first line of paragraphs should be indented.

B. Title

B.1. The document should start with a title at the top of the first page and left justified. An example title would be "Report for Fall 2003 EE 361L Lab Assignment X".

B.2. Three lines below the title, should be the author's name prefixed by "Author: ".

B.3. On the next line, should be the names of the group members on one line separated by commas and prefixed by "Group Members:".

B.4. Two lines below that will be the date when the document was prepared.

C. Sections

C.1. The first section should be the Introduction, and it should be labeled "Introduction."

C.2. The Introduction should have a description of the contents of the report. In this way, the reader will get an idea of how the report is organized. (Note that in the instructions on the web, you are not required to discuss the organization if the lab report is short. However, if the lab report is well written, it should be long enough to require a discussion of the report's organization.)

C.3. The last section is the Conclusions section, and it should be labeled “Conclusions.”

C.4. The body of the report is between the Introduction and Conclusions. Each section and subsection of the body should have *meaningful* titles, and be on separate lines. For example, “The Body” is not a meaningful title.

C.5. Sections and subsections should be numbered. The numbers for sections are 1, 2,... Thus, the Introduction is Section 1 and its title should be "1 Introduction". Subsections have numbers too so that the numbers of the subsections of Section X should be X.1, X.2,....

D. References

D.1. After the Conclusions, there should be a list of references. The list should have the title “References”

D.2. Properly reference anything you use including the handout for the lab assignment and data sheets. If you have questions about referencing, ask the TA. Note that the reference list should be numbered so that they may be properly cited.

D.3. All references must be cited somewhere in your report, i.e., you should not have a references that is not cited somewhere in your report. Note that since you will have at least one reference (the lab handout), you should have at least one citation.

E. Figures and Tables

E.1. Figures and tables are centered and within the margins of the document

E.2. Figures are numbered and have captions. The captions should be centered *below* the figure. An example of a caption is “Figure 3. Circuit for Experiment 2.” Note that the word “Figure” is capitalized and the first word of the caption should also be capitalized.

E.3. Tables are numbered and have titles. The titles should be centered *above* the table. An example of a title is “Table 3. Measured voltages.” Note that the word “Table” is capitalized and the first word of the title is also capitalized.

E.4. Figures and tables should be referenced by their figure and table numbers. For example, an example reference is “... we set up the circuit as shown in Figure 3...”. Figures and tables appear after they are first referenced, on the same page at the top of the page, or at the end of the report.

F. Technical Terms

F.1. Italicize and define unfamiliar technical terms.

G. Spelling, Grammar, and Punctuation

- G.1.** There shall be no more than two spelling errors.
- G.2.** There shall be no more than two grammatical errors.
- G.3.** There shall be no more than two punctuation errors.
- G.4.** There shall be no more than two capitalization errors.

H. Content

- H.1.** The report should explain what each member of the lab group accomplished.
- H.2.** The report should explain in prose the laboratory results. In other words, the report should be written in paragraphs rather than a list of items and results. Each paragraph must be clear. The only exception is when listing parts, equipment, etc for the laboratories.
- H.3.** The report should be a self contained document. It should be easy to read and well organized so that another EE student, who has only taken EE 260 and EE 213, can comprehend it.

I. Consistency

- I.1.** The writing should be consistent. For example, if the first section title has all its words capitalized then this should be the case for all sections.