EE-4735
Written Document Style Guide

Roger M. Kieckhafer
rmkieckh@mtu.edu

April 5, 2017
1 Introduction

All written reports, including proposals, progress reports, and the final report, must adhere to the style defined in this document. Consider this document an example of acceptable report style. Failure to follow this guide will result in a major loss of points on the grade for that document.

2 General Written Report Style

1. Use only white 8.5 by 11 inch paper, with dark, high contrast, and letter-quality fonts.

2. Reports may be printed one-sided or two-sided as you prefer.

3. Leave 1 inch margins on all four sides of the page

4. Lines must be One-and-a-half (1.5) Spaced (except as specified in Subsection 3.5).

5. For normal text, use 12 point Times New Roman font (or equivalent). Titles, headers, etc may be larger, and formatted as desired to enhance cosmetic appearance of the report.

6. Reports shall be bound only by stapling in the upper left-hand corner. No other binders, folders, sleeves, etc shall be used (except as specified in Subsection 3.5).

7. 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 journal or grant proposal).

3 Written Report Organization

The report must contain the following items in the order listed:

1. Title Page

2. Table of Contents Page (only if Main Text exceeds 4 pages)

3. Main Text, including short figures and tables, but not long, detailed code or raw data tables.

4. List of References

5. Appendices (as needed).

More detailed instructions on specific items are given below.
3.1 Title Page
A title page must be present and must contain:

- Project Title (descriptive of the object being built),
- Name of Team (once one is assigned by instructor)
- Names and email addresses of all Authors,
- Submission Date.

3.2 Numbering
All pages must be uniquely numbered in lexigraphically increasing order.

All section and subsection headers must be uniquely and hierarchically numbered in lexigraphically increasing order.

All Figures and Tables must be uniquely numbered in lexigraphically increasing order.

3.3 Figures and Tables
All Figures and Tables must have a short, numbered, descriptive caption or title, and must be cited by number in the main text of the report.

All figures and tables, and the fonts and lines contained therein, must be of sufficient size and contrast to be clearly legible. Figures may be in color if the use of color improves readability. However, all colors must be clearly visible and high contrast relative to the background.

All graph axes and table rows and columns must be labeled clearly and meaningfully.

3.4 References and Citations
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.

- Do not cite lecture slides, as they are not primary source documents.
- You must cite at least all manuals and/or data sheets for all components you used. This includes Davies's text [4], and/or primary MSP430 documents [5,6] if you used them.
- You must cite the EE-4735 Project Specification [1] when stating the project objectives.

---

1 Yes, I really had to say this. I have actually received reports with repeated and/or non-increasing page numbers.
All references must be listed in a numbered list at the end of the main text, but before any Appendices. References shall not be listed as footnotes. All in-text citations to the references must specify the reference number in square brackets, e.g. [1]. In addition:

- All documents referred to in the main text must be listed in the references list.
- All documents in the list must be cited by number in the main text, at least once.

Examples of acceptable reference formats are given in Section 4. However, the IEEE Editorial Style Manual [3, Ch V] has many more examples of IEEE compatible reference formats.

3.5 Format & Contents of Appendices

All final results and conclusions must appear in the main body of the paper itself. However, Appendices shall be used for data of peripheral interest to the casual reader, or material that is so long that it would detract from the flow of the main text of the report. Specifically:

- Lengthy detailed information such as source code listings, long raw data tables, or large complex logic diagrams should be confined to appendices.
- In the Final Report, at least one appendix must be included, presenting the complete source code listings of all code written for this project. Do not include standard library files that we provided to you (e.g. msp430x22x4.h, include_ez430.h, or wireless-v2.h).
- All source code shall be in a fixed-width font, no less than 10-points, single spaced and shall adhere to the Programming Style Guide [2] specified for this course.
- Limit each appendix to one major item or topic.
- Appendix pages must be numbered in lexicographically increasing order, and their numbers must be unique from page numbers in the main body and from each other.
- Each appendix must be referenced at least once in the main text.
- It is permissible to violate the 8.5 by 11 inch restriction in appendices, if necessary (e.g. a large schematic or detailed block diagram may be more readable on 11"x17" paper). However, the binding of appendices must not impede the readability of either the main text or the appendices themselves.
4 References


