

FORMAL REPORT SUBMISSION GUIDELINES

Author's Name

Course Number and Name
Institution and Campus
Date Submitted

Abstract

The submission guidelines given here are intended to help you write your report and to give you a taste of what it is like to submit a manuscript to a journal editor, a funding agency, or other venues. Please follow these guidelines very closely. They are not complicated and they will save you the effort of developing your own attractive and appropriate document style. Please note that this document conforms to these guidelines.

Deadline

Deadline for submission is the beginning of class one week after we conclude the laboratory portion of the experiment.

Copies

Please submit two copies of the report, one for grading and one for our archives. Both copies should be laser printer quality or better originals. Do not submit photocopies of the report.

Font

Abstract:	Times or Times New Roman, 10 point
Main Text:	Times or Times New Roman, 12 point
Captions:	Times or Times New Roman, 12 point
Equations:	Times or Times New Roman, 12 point
Section Headings:	Times or Times New Roman, 14 point, bold

Page Format

Paper Size:	Letter size (11-inch x 8.5 inch)
Margins:	1-inch (25.4 mm) for the left and right margins, 0.5 inch (12.7 mm) margins for the bottom margin to accommodate the page number.
Justification:	Left or full justification for each page, figure captions, etc.
Numbering:	Page numbers are to be centered on the bottom of the page and should consist of simply the page number.

Section Format

Title Block:	Do not use a separate title page. The title block should be at the top of the first page of the report. This section of the report should include the following:
Title:	bold, small caps, 18 point font and centered at the top of the page
Author:	name in bold, 14 point, centered, and spaced one line below the title
Course:	centered, 12 point font, directly under the author's name

Campus: centered, 12 point font, directly under the course name
Date: centered, 12 point font, directly under the campus name

Double space after the data and start the text of the paper on this page.

The title block above is the style we are asking for.

Abstract: The abstract should appear just below the title block. It should be double-indented with the sections header centered above the abstract.
Others: The section heading should be left-justified with the text of the section starting on the following line.

Equations

Centered in line, numbered sequentially

References

References cites should be placed at the end of the text of the paper, listed and numbered in the order they are cited, and should use a consistent and standard format.

Tables

Tables can be placed in the text of the paper or at the end, before the figures. Each table should have a brief, descriptive caption, located immediately above the table, which should start with “**Table x**” where x is the table number.

Figures

Figures should be placed at the end of the paper, not in the appendices.

All photographs and micrographs are to be printed in grayscale mode. The recommended size for micrographs is 4.5-inches wide by 6 inches high but may be larger and may be printed in landscape orientation. A micron bar should be located in the lower right corner of each micrograph.

Each figure should be centered in page with the caption directly below it. The figure caption should start with “**Figure x**”, in bold, where x is the figure number.

Appendices

Only supplemental images, data and text should be placed in the appendices. Figures, etc. essential to the report should not be placed in the appendices.