

Computational Project Report Format
Engineering Studies Program
Armstrong State University

1. All computational project reports shall be submitted via email to the instructor (unless specified otherwise) in addition to neat print outs (hard copies).
2. Clearly separate each report into the following categories (as applicable).
 - Cover sheet with full name(s), team name, project title, course number and date of submission.
 - Problem statement –state all known information and objective(s). What is given in the problem? What is the problem asking for? What are the unknowns?
 - Introduction – background information on problem, motivation and general application
 - Diagrams or schematics
 - Theory – important formulae/equations/concepts required.
 - Assumptions
 - Solution - all the steps/work required to obtain the final answers.
 - MATLAB programs used (print out m-files, include in Appendix)
 - User-written functions used (print out m-files, include in Appendix)
 - Relevant outputs including units (screen shots from Command Window, insert as a figure or embed within text)
 - Relevant graphs including all labels with units (copy and insert as a figure from Figure Window)
 - Discussions – clearly identify relevant observations and trends referencing appropriate figures/tables.
 - Conclusions – summary of final answers and any conclusions drawn from them.
 - Acknowledgements – all personnel who contributed/helped other than the team members and instructor.
 - References – all sources of information used including URLs of websites, books, and articles.
 - Appendices
3. General Guidelines
 - All projects should be typed using Microsoft Word or an equivalent word processing software.
 - Use Times New Roman, 12 point font size, single line spacing.
 - Leave a single blank line between paragraphs.
 - Leave a single blank line before and after headings.
 - Use appropriate headings based on the categories used for the report.
 - Use Times New Roman, 12 point font size, bold for headings.
 - Each new problem should begin on a new page.
 - Insert the page number at the bottom center of each page (in the footer of the document).
 - Equations should be generated using the Microsoft Equation editor (Insert – Object – Microsoft Equation 3.0) in Microsoft Word or an equivalent equation editor such as MathType.
 - Diagrams should be generated using Microsoft Word, PowerPoint, Paint.net, etc.
 - No hand written equations/diagrams, etc.
 - All tables/figures/diagrams/equations should be embedded within the typed report, be numbered, have a relevant caption and be referred to in the text using a numbering scheme (e.g. ‘The forces represented in Figure 1...’).
 - Clearly label all results and provide a brief description of the work and results in the text. Do not just give a sequence of formulas or figures.
 - MATLAB code should be in New Courier (if using Microsoft Word) or a similar non-proportional font (all characters same width). Refer to relevant programs in the description/text using the appropriate program/file names.
 - The entire report should be a single Microsoft Word document.
 - Avoid wordiness; be brief and to the point. However, the report must stand on its own. The report should not refer to other past work.

Computational Project Report Format
Engineering Studies Program
Armstrong State University

4. Instructions on submission of hard copies of work:
 - Print on un-ruled white paper, one side of each sheet only.
 - Unless required, black and white copies are sufficient.
 - Staple all pages together at the upper left hand corner OR place all pages together in a 3-ring binder (especially with ten or more pages).
 - Check if the pages are in the right sequence/order.
5. Instructions on submission of electronic/soft copies of work:
 - In case of a single file, use the following naming sequence: TeamnameProject1, etc.
 - In case of multiple files (e.g. a Word document and MATLAB files), create a folder with the naming sequence: TeamnameProject1, etc.,
 - Copy all and only relevant files/programs/functions to this folder. Do not include *.asv files.
 - Using 7-zip (<http://www.7-zip.org/>), winzip or a similar application compress this folder using the same name as the folder. Modern versions of Windows have this ability built-in to the OS. Right-click on the folder, click 'Send To' and click 'Compressed (zipped) folder.'
 - Ensure that the compressed file/folder has the same name as the original folder: yourlastnameProject1.zip, your lastnameExam2.7z, JoStProject2.7z, etc.
 - Submit this file/compressed file/folder as an attachment with your email.
 - Do not attach all your individual files separately to your email. The compressed file/folder should contain all relevant files including any Word, Excel, image and other files.
 - The email should have your team name, course number and the project number as the subject; for example: Subject: Man on moon ENGR1371 Project 1
 - Do not include any text in the body of the email. Include any other correspondence in another email.
 - Send only one email for submission of each project.
 - Include a cc to your team members in your submission.
 - Check your sent mail folder to verify your timely submission.
 - The email should be sent by the due date, class time.
 - The only acceptable email accounts are Armstrong Student Email Accounts.
 - Save a copy of all files/programs/functions on your USB drive or similar storage media. This is your back-up copy. All files sent to the instructor are deleted after grading.

Overall, write and submit neat and professional work!

Refer to the document 'A short guide to technical writing' for further details.

Failure to comply with this format will result in a 10% point deduction for the project.

Subsequent projects that do not comply with this format will not be graded. All such projects will automatically receive a zero.