

Final Design Report Style Guide

Fonts

The **header font should be Arial size 12**, with bold applied to it. The **Sub-header font should be Arial size 11**, with bold applied to it. The text font should be Times New Roman size 12, and should be used for all text, including text in graphics and tables. **Headers should never appear alone at the bottom of a page.**

Margins

The margins are 1 inch all around. If you are not sure if your margins are correct and you are using a PC, go to File → Page Setup and make sure all margins read 1" and not 1.25", which is often the default margin width.

Paragraphs and Sentences

Unlike in the memo format, paragraphs should be **double spaced and indented**. There should be one space between a period and the next sentence. Avoid using semi-colons. Indent the first line of the paragraph 1 tab.

Page Numbering

Put page numbers (Times New Roman, font size 10) in the top right corner, containing partial title, team number, name of your writing instructor, and page number. **Do not put page numbers on Letter of Transmittal or Cover Page.** For example:

Crane Design Report, Team #-#, Instructorlastname, #

Covers

Covers or folders other than the cover page are **optional**. Secure your pages together with a binder clip or staple or a binding of some kind if desired, but please do **not** use anything heavy or bulky, nor anything that we will have to remove the report from in order to read it (no ring binders or plastic report covers). A snazzy cover will not make up for a poorly written report.

Numbers and Units

Use numerals rather than words for quantities that are measured or counted, as well as for percentages and decimals or fractions. Write out all numbers that are used to start a sentence. Units can be abbreviated if they accompany numbers that function as mathematical values. Leave a space between the value and the unit. Periods are not used following abbreviations except for the abbreviation for inch (in.). Do not use quotation marks for inches (0.75"). Include a zero before the decimal point for values less than one: 0.085. Examples:

The plastic manufacturing process is made up of 4 parameters.
The holes on the I-beam are spaced 2 in. apart.
Member AD is 0.25 in. thick and 36 in. long.

Units

Use a consistent system of units. For this project, you should use United States Customary units (in., lbf) since the project description gives most dimensions in these units.

Capitalization

Capitalize proper nouns, including commercial names such as Microsoft Excel. You do not need to capitalize the names of elements or chemical compounds such as aluminum or decane.

Equations

Use an equation editor to insert equations into text. Equations should be numbered in the order in which they appear in the report. Center the equation and place the number in parentheses flush-right. Follow the equation with an explanation of the symbols introduced with the word “where.” Symbols should be italicized. Example:

Newton’s Second Law of Motion is summarized in Equation 1:

$$\Sigma F = mA \quad (1)$$

where F = force, m = mass, and A = acceleration.

Tables

Table numbers and titles are written above the table. Use descriptive titles in the place of captions. A general rule, as stated by Dr. Riddell, is that if a table is not clear enough to be understood without a caption then it should either be re-designed or turned into a graphic. Tables should be centered and follow the following format:

Table #. Descriptive Title		
Header	Header	Header
data	data	data
data	data	data
data	data	data
data	data	data

Figures

Figure numbers, titles, and captions go below the figure. Captions should be single-spaced. Figures should be centered. There should be no background color, and should show the origin. Avoid large gaps between data. Use X and Y gridlines, but make them a medium gray. For this report, photographs are considered figures and should be treated and labeled as such. Ensure that caption text is easily distinguishable from report text.

Letter of Transmittal

19 December 2007

Sophomore Clinic Faculty
Colleges of Communication and
Engineering
Rowan University
Glassboro, NJ, 08028

To the Faculty:

This is a sentence. This is a sentence.
This is a sentence.

This is a sentence. This is a sentence.
This is a great sentence.

Sincerely,

[signature]
Name (repeat down page)

Not numbered with the actual report,
but attached before the Cover Page.

Cover Page

Project Title

Team #-#
Team Members
Sophomore Engineering
Clinic, Fall 2007
Section #

Professor Name

19 December 2006

Numbered with report, but no page
number appears on this page.

Executive Summary

Title, Team #-#, Instructor last name, 2

Executive Summary
The length of this text should
be 1/10 of the total length of
the document.

This appears on its own page, and is
the first page with a page number.

Acknowledgements

Title, Team #-#, Instructor last name, 3

Acknowledgements
The work that informed the
material within this report
could not have been completed
without the help, guidance,
and patience of

This can be presented as sentences /
paragraphs, bullets, or combination.

The Body Begins

Title, Team #-#, Instructor last name, 4

Introduction

Design Process

Final Design

**Results and
Discussion**

Conclusions

Double-spaced text. Paragraphs
indented. Graphics in text when
appropriate.

Appendix A

Title, Team #-#, Instructor last name, #

**Appendix A. List of
Personnel**
Be sure to include a summary
of specific contributions to the
project, including how
individual tasks related to the
overall goal and to tasks being
performed by other team
members

Appendix B

Title, Team #-#, Instructor last name, #

**Appendix B. Structural
and Failure Analysis
Calculations for Final
Design**
Be sure to show free-
body diagrams and
sample or hand
calculations in addition
to Matlab results.

Other Appendices

Title, Team #-#, Instructor last name, #

Appendix C. Title
Any supplemental material.

Each new appendix starts on a new page.

