



Written Presentation Format

Each team must provide a formal written report of the work completed as a part of the project (course). The report must follow the guidelines given below.

1. General format:
All papers must be typewritten, double spaced on one side only on standard paper. An equation or symbol that cannot be typed in may be written in. The pages must be numbered consecutively, starting with the Abstract as page number 1. The main portion of the paper (Introduction through Body and Conclusion, plus Tables and Figures) may not exceed 15 pages. The entire paper (Title page through Appendices) may not exceed 24 pages. Each copy of a paper submitted should be securely stapled. Do not use a cover.
2. Organization of paper:
All papers shall include the following components, in the order listed (except Appendices are optional).
 - (a) Title page:
The title page lists the title of the paper, the name of the author, the name of the institution, and the date (month and year) when the paper was written.
 - (b) Table of Contents:
The Table of Contents consists of a list of the parts of the paper and their page numbers in the order in which they appear.
 - (c) Abstract:
An Abstract is a very brief summary of an entire paper. It appears by itself on a separate sheet of paper. The Abstract should not describe the paper but should give a brief statement of the problem or objective and a concise summary of the possible results or conclusion touching upon methods or other details only if they are unique or if they are of some particular significance. The Abstract should not be longer than 100 words.
 - (d) Introduction:
The Introduction should lead to the development of the subject so that the reader may obtain a clear understanding of the significance of the paper or article prepared. This can often be done by briefly giving the state-of-the-art as background and then by bringing out the added advantages of the method of approach and emphasizing the importance of the results or conclusions.
 - (e) Body:
The main argument of the subject is carried out in the body of the paper, complete with supporting data. The argument should proceed in a logical sequence according to a prepared outline. Support the writing with curves, charts, and tables when possible.
 - (f) Conclusions:
The Conclusions are often considered the most important part of a paper.

(g) References:

To enable the reader to consult important works used by the author in the preparation of this manuscript and other related literature which might be helpful, a suitable reference list should be appended. References should be numbered consecutively and should follow the form shown below:

For a periodical:

R.N. Vermel, "Modelling Rectifiers and Transformers", Proc. IEE, Vol. 80, pp. 1200-1221, November 2002.

For a book:

J. Vromans, Perl 5 Desktop Reference, O'Reilly & Ass., Cambridge, pp. 17-32, 1996.

For an article:

B. Lawrance, B.H. Well, and M.H. Graham, "Making on-line search available in an industrial research environment", Journal of the American Society for Information Science, pp. 164-369, November – December 1974.

For a World Wide Web article:

Limb, Peter. "Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa."
[http://neal.ctstateu.edu/history/world_history/archives/limb-I.html]. May 1992.

For an FTP Site:

Heinrich, Gregor. [100303.100@compuserve.com]. "Where There Is Beauty, There is Hope: Sao Tome e Principe."
[<ftp.cs.ubc.ca/pub/local/FAQ/african/gen/saoep.txt>]. July 1994.

(h) Appendices:

Detailed mathematical proofs, development of equations and examples which are subordinate to the main argument in the body of the paper but not essential to following the argument, should be treated in appendices. References are made in the text to details in the appendices. The equations, figures, and tables in the Appendices should be numbered consecutively following the numbers used for the equations, figures, and tables in the text (such as, If Table IV were last in the text, Table V would be first in the appendices).

3. Tables and figures:

Each table should normally be typed on a separate sheet and numbered consecutively using Roman numerals: Table I, Table II, etc. Small tabulations or listings may be made in the text where necessary for continuity. Each table should be titled by giving a brief description as a heading. Ditto marks should not be used in tables, but brackets may be used to group information on several lines.

Figures should be numbered consecutively using Arabic numerals: Figure 1, Figure 2, etc. Three types of figures may be used: photographs, oscillograms, and line drawings. Every figure should include a caption which fully identifies what is being illustrated, but reading material on an illustration itself should be kept to a minimum. Portions of illustrations may be identified by letters and explained in the captions. Whenever feasible, several curves should be combined on the same coordinates. Their identifying letters or numbers should be in clear spaces between cross section lines. Readers generally prefer having the figures distributed through the article, although it is also permissible to bind them together at the end.