

TIPS FOR WRITING TECHNICAL ENGINEERING LAB REPORTS

You should write up a comprehensive technical report (maximum of 10 pages!!!) describing your work.

Your technical report should be written and formatted as follows:

- Please be specific, clear, precise, summarized, and use your own English.
- You are free to design your cover and table of contents.
- Font: Cambria with sizes: 12 for titles, 10 for text, 9 for abstract, tables, captions (for figures and tables) as well as 9 for references.
- The text should be written in two columns.
- Alignments: Full Justifications, Line spacing is 1.15.
- Margins: 2.5 cm for bottom/top and 1.5 cm for Left/Right
- Page border as the one in this document.
- Figures should be centered and the figure captions should be written below the figure with size 9, centered (e.g. Fig.1. XXXX).
- Tables should be centered (and written with font size 9) and the table captions should be written above the table with size 9, centered (e.g. TABLE.1. XXXX).
- Equations should be written with the equation tools in Ms-Word (font size 10, Centered) and each equation should be given a number as in the following example:

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots \quad \dots\text{Eq. (1)}$$

- Flowcharts or Block diagrams can be built using Ms-Visio. While, plots and results can be drawn with Ms-Excel or Matlab.
- Page numbering: use the top right page numbers (as in here).
- All the tasks should be written by your own words (or re-written with citations of the references).
- Try always to support your section with a figure, flowchart, snapshot, table or block diagram to summarize or justify the section.
- Use the following ordered cycle in preparing your section: read, understand, practice, summarize (Text, Tables, and Graphics) and then start to write.
- References should be cited (in-text) and written (at the end of report) using IEEE style.
 - Examples of in-text citations: "...end of the line for my research [1]."
 - Examples of writing reference:
[1]. Q. A. Al-Haija, "Microprocessors lab sheet for experiment # 5", Microprocessors lab EE 234, KFU, Saudi Arabia, Feb. 2017.

All the best/ Q. A. Al-Haija