

# **Title of the Experiment**

EE 3310L

Fall 2022

**Your Name**

Lab Partner: (Student 2)

Submitted to TA: ... Day Time

Date of Experiment: mm/dd/yy

Date of Submission: mm/dd/yy

## 1. Introduction

Here is the text for the body of the introduction. The first line should be tabbed over, and the text should be double spaced and justified.

Here is a second paragraph for this section of the lab report. The formatting of the text should be the same. Notice that there are no empty lines between the two paragraphs; however, there is an extra line between the end of a section and the heading of the next section.

## 2. Experimental Methodology

Here is the text for the body of the Experimental Methodology section. This body of text should have the same formatting as the body of text in the Introduction section.

## 3. Results and Description

Here is the text for the body of the Results and Description section. This body of text should have the same formatting as the body of text in the other sections.

When referring to tables or figures, a sentence in the body paragraph should call out the table or figure number, provide its location, and describe the contents of the table or figure. As an example, Figure A1, shown in Appendix A, exhibits proper formatting of a figure in an appendix. Figures in the body of the text start numbering at 1. For instance, Table 1, shown below, contains the measurements collected for the gage diameter and length during the experiment. Figures, tables, and captions should be centered.

**Table 1:** Descriptive caption for a table goes above the table.

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Appendix B shows an example of formatting for sample calculations. Sample calculations are needed for any non-standard calculation performed with the data. No data should be presented without clear explanation of how the values were obtained. Notice in the previous sentence “were” was used when describing data. Data is a plural term so proper grammar should be observed.

When inserting equations, make sure to reference them in the text and describe their location. Word has an equation function under ‘Insert’ that you should be using when adding equations to a report. They are inserted into the text as a table and then the borders are removed. Equations 1 and 2, shown below, provide an example of the formatting for an equation in the body of a report.

$$\sigma_e = \frac{F}{A_0} \quad (1)$$

$$\varepsilon = \frac{L - L_0}{L_0} \quad (2)$$

Occasionally, some equations may also be inserted into an Appendix, and should be numbered according to their Appendix, as seen in Appendix B. The variables used in the equations should be defined in the final appendix of the report, entitled “Symbols,” with units included. Any symbols used in any part of a lab report should be defined in the symbol’s appendix. Please refer to the last appendix of this template for an example.

If using information, figures, or tables from another source, the source must be cited properly. A bracket with the citation number should be shown after the “borrowed” material. An example of the formatting for this citation number is shown at the end of this sentence [1]. If a figure or table is to be cited, the reference number in brackets should be shown at the end of the caption of the figure or table, shown in Figure A1 in Appendix A. The detailed references should be listed on the page after the Summary and Conclusions section and before the appendices, under

“References.” There is a simplified reference for material taken from Carmen. Please see the referenced item [2] for an example of a proper citation for Carmen material. Refer to the formatting guide for the proper citation of other types of information mediums.

## **4. Discussion**

Text goes here.

### **4.1. First-Level Subsection**

Text goes here too. You will likely not have to use subsections very often, unless there really are two distinct parts of the lab.

#### **4.1.1. Second-Level Subsection**

Text goes here. Very rarely will a lab report be divided to this extent but use this formatting if it is necessary.

## **5. Summary and Conclusions**

Text goes here.

## References

- [1] IEE citation style should be used in these reports

# **APPENDIX A**

Title of Appendix

You will likely not need any appendices for your labs, but in case you want it here it is. Note the page numbers, this is a new section, so the page numbers start over.



**Figure A1:** Descriptive caption for the figure goes below the particular figure [2].