ECE 299 Report: Checklist

Format:

1. **Body-text** uses consistent font type and size
   YES □X   NO □   NOT SURE □

2. **Titles** and **Headings** are easy to distinguish from the body text
   YES □X   NO □   NOT SURE □

3. **Pages** and **equations** are numbered
   YES □X   NO □   NOT SURE □

4. **Symbols** used in equations are defined the first time you use them
   YES □X   NO □   NOT SURE □

5. Information in paragraphs has been made easy to read whenever possible by way of lists, figures, tables etc.
   YES □X   NO □   NOT SURE □

6. All information derived from external sources is properly and fully cited in-text, using IEEE citation style
   YES □X   NO □   NOT SURE □

7. A properly formatted **IEEE-style References list** closes the document:
   YES □X   NO □   NOT SURE □

Figures and Tables:

1. Whenever possible, images are original, not directly copied from a source
   YES □X   NO □   NOT SURE □

2. Figures and Tables are referred to in text (e.g. See fig 1; see Table 2, etc.) *before* they appear on the page
   YES □X   NO □   NOT SURE □

3. Each image and table includes ***sequentially numbered captions*** (in Times New Roman font, size 10) that explain what the image or table is about
   YES □X   NO □   NOT SURE

4. **Graphs** provide clearly labeled **axes**, with accompanying **legend**.
   YES □X   NO □   NOT SURE □

5. **Images** are completely readable without magnification (i.e. zooming in).
   YES □X   NO □   NOT SURE □

Style

1. Consistently uses either **first person** or **third person** narration.
    YES □X   NO □   NOT SURE □

2. Supplies **written descriptions** of figures and tables to clarify their relevance to the reader.
    YES □ X   NO □   NOT SURE □

3. Makes **direct reference** to each figure and table in the presented description (e.g. *See Fig. 1; as shown in Table 2,* and so forth).
    YES □ X   NO □   NOT SURE □

4. Includes **signal phrases** (e.g. *in addition; however; in contrast; as a result,* etc.) to clearly map the logic of the report.
    YES □ X   NO □   NOT SURE □

5. Maintains a **formal**, though not **"stuffy"** or **"inflated"** tone; it avoids informal **contractions** (*won't; can't;* etc.).
    YES □ X   NO □   NOT SURE □

6. Uses **clear active sentences,** i.e. state the main topic or **subject** at the beginning of the sentence, closely followed by an **action word**—a verb.
    YES □ X   NO □   NOT SURE □

7. Maintains **agreement between subjects and verbs** (i.e, a singular/plural sentence topic is followed by a singular/plural verb).
    YES □ X   NO □   NOT SURE □

8. Uses **simple words** when simple words will do the job, following the **plain language** principles.
    YES □ X   NO □   NOT SURE □

9. Eliminates **phrases** (e.g. *in view of the fact that*) when a **single word** (e.g. *because*) would do instead.
    YES □ X   NO □   NOT SURE □

10. Links **pronouns** (stand-in words like *this, they,* or *it),* back to a specific noun (i.e. an object, concept, or person) in the previous phrase or sentence.
    YES □ X   NO □   NOT SURE □

11. Supplies **grammatically parallel** lists and headings, meaning each item in a list and each heading takes the **same grammatical form** (e.g. all verb phrases or all noun phrases).
    YES □ X   NO □   NOT SURE □

12. Has been carefully proofread to ensure **punctuation** (commas, colons, semi-colons, and periods) aligns with Standard English conventions to enhance accuracy and clarity.
    YES □ X   NO □   NOT SURE □

REFLECTION: what improvements did you make to your report because of completing this checklist? Identify 2 specific changes.

Change 1)

      Reformatted and double check all citations to ensure they followed IEEE formatting. Learned how to properly cite .pdf files in the bibliography and made sure that all citations were in order of appearance as per IEEE standards.

Change 2)

      Found errors within the language we used where the reference was either first or third person. Changed all the language to reflect a third person view throughout the entirety of the document. Also, removed redundant language and shortened phrases