

# Protocol guidelines

---

## General

You can use any software you want to create your lab reports. The submission has to be a pdf file. You have to follow the following points:

- Write concise and answer *every question* asked by the assignment sheet.
- Use a font size of 10pt – 12pt.
- Use A4 as paper size.
- Use a heading containing the group number and lab assignment number.
- Use a footing containing the page number.
- Never use mono-spaced font for the lab report, except for code or instructions entered in a terminal (e.g. verbatim environment or listings package in L<sup>A</sup>T<sub>E</sub>X).
- Use spell checking software. Excessive spelling errors will lead to a reduction in points achieved.
- Reports should contain a maximum of 8 pages total (including title page).

## Title page

The report has to start with a title page. It has to contain the following items:

- Course name
- Assignment number
- Group number
- Names and matriculation numbers of group members
- Date

## Plots/Graphs

Every plot *must* include:

- A descriptive caption and a number (for referencing).
- Clearly legible axis labeling.
- A clearly legible legend, if necessary.
- Units, scaling, and tick numbers.

Every plot needs to be referenced in the text. Also have a look at *Data Graphs* in the `tuwel` course.

## Images/Screenshots

Add images, screenshots to the report to aid the reader in understanding your descriptions. All images need to:

- be cropped, so only the information you want to present is contained.
- scaled to an appropriate size. Relevant text has to be clearly legible.
- have a number (for referencing) and a caption.
- be referenced in the text.

Never use screenshots of programs instead of tables.

## Tables

Tables need to contain a descriptive caption, a number (for referencing), and must be referenced in the text. If the table contains numbers, align the numbers correctly. Format the table in a way that, depending in the table, the head column or row stands out. Only put meaningful data in tables (e.g. only special points – data containing lots of points is better presented via a plot).

*Hints:*

- The `tuwel` course contains a L<sup>A</sup>T<sub>E</sub>X-template for writing the report.