

Engineering Report Formatting

ANU College of Engineering and Computer Science

Formatting Guidelines

Below are guidelines for formatting of reports for engineering courses. Individual reports, assignments and courses may also have specific guidelines and requirements, so check the assignment sheets. An example of these guidelines is provided on page 2.

Guidelines:

- reports written in English (Australia) using metric (SI) units
- page size must be A4, with margins of at least 2cms
- 12pt font size for body text and line spacing of 1.5
- 10-12pt font size can be used for table text (but be consistent through a document)
- Times New Roman or equivalent font
- include page numbers
- justify the body text
- include a separate title page
- include and use numbered headings and sub-headings, in bold and a font size larger than the body text
- include numbered figure and table captions, which should be left justified
- figure captions should be below the figure, table captions above the table
- figures and tables should be centred on the page
- reference the source of figures and tables (if from an external source) in the caption
- figures and tables should be referred to in the text
- include in-text referencing in (Author, Date) format where appropriate including for quotes, facts, figures, numbers and dates
- avoid referencing material as footnotes
- include a list of references

Example Page

CECS Spotlight: On the buses¹

Generations of Play School presenters have left us in no doubt about the wheels on buses: they go round and round, round and round, round and round. But who would stop to think how it is the wheels perform those efficient rotations?

1. Background

In a society that teems with technologies, it is easy to forget that everything from a humble bolt to an 18-metre Greyhound has been dreamed up, designed, refined and manufactured - with this process occurring perhaps many times over. One of the people who ensure that buses conform to the exacting standards set by the Play School song is Dr Peter Campbell. The photo in Figure 1 shows a an example of these buses in action.



Figure 1: A bus in action, demonstrating that the wheels do go 'round and round' (ABC 2010).

Campbell is an Improvement Manager for Widgets Australia, the largest manufacturers of bus bodies in Australia (White, 2009). The ANU engineering and economics graduate was named 2007 Victorian Young Manufacturer of the Year for helping to dramatically increase productivity at Widget's factories. At the company's Victorian plant, output has increased from 160 buses each year to more than 210. Leaps in production of up to 40 per cent have also been achieved at facilities in Queensland and Western Australia. Campbell says this is all a result of an effort to foster a "culture of improvement".

¹ Text courtesy of CECS (2011), with modifications.

Footnote numbered and used for additional information, not references

Page numbers included

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