

LAB REPORT GUIDELINES FOR EE255

(A template for the front page is available separately.)

Page Setups

- Page size : A4
- Paragraph indent settings :
 - Left :- 20 mm
 - Right :- 20 mm



- Keep appropriate top and bottom margins.

Font

- Font :- **Times New Roman**
- Font sizes :
 - Main Topics :- 16 pt
 - Subtopics :- 14pt
 - Content / calculations :- 12pt
 - Text inside the figures / graphs :- 11pt

Alignments

- Main topics / Subtopics :- Left
- Contents :- Justify
- Figure titles / Table titles:- Center
- Figures / Tables :- Center
- Calculations :- Equal signs should be aligned vertically.

Numbering / Naming

- Tables
 - Titles should be placed above the table and centered on the page.
 - E.g.:-
Table 01: Variation of line voltage vs distance from the load end
- Figures / Graphs
 - Titles should be placed below the figure/graph and centered on the page.
 - E.g.:-
Figure 01 : Variation of line voltage vs distance from the load end

Topics

- All main topics should be started from a new page.
- All topics should be capitalized and underlined.
- Do not bold the topics.
- Use the specified font size.

Graphs and Plots

- Graphs/plots should be presented with precision and clarity, as neatness will contribute to the allocation of marks.
- Use the software tool or the process specified by the relevant instructor.
- Clearly label the axes, including units and legends.
- All text in the graphs/plots should be 11 pt or equivalent when placed in the Word document.

Tables

- Column and row titles should be clearly mentioned with appropriate units.
- All text inside tables should be center aligned with respect to the column width or row height.
- Column widths and row heights should be adjusted appropriately to the text sizes.
- Do not use **Bold** or *Italic* fonts to indicate the topics or units.

Calculations

- Clearly mention all steps involved in the calculations.
- All the equal signs within a given page should be aligned in a vertical line.
- Underline the final answer with two horizontal lines.
- Correctly mention the dataset number (if any) when you are referring to a dataset for the calculations.
- Marks are allocated for the correct unit representation throughout the calculation.
- You are allowed to use “Equation” function in MS Word to present your calculations.

Discussions

- Write the discussion in past passive tense and use appropriate punctuation marks where necessary.
- The use of any AI-generated text or content is strictly prohibited.
- It is strictly prohibited to copy and paste paragraphs from the internet directly.
- Use the internet only to gather information. Always write in your own words.
- Write the question and the question number and then write the discussion.
- You may include tables and/or figures in the discussion and caption them accordingly.

References

- Write at least 3 references.
- Use **IEEE Referencing format** to write the references.
- Include the date and time you accessed each resource at the end of the reference.
- If you are referring to a book, please state the page numbers along with the book name as given in the IEEE referencing format.

Plagiarism

Plagiarism is the act of taking someone else's work part or whole, with relatively minor changes (copying). This also includes directly copying from a source without giving credit to the original author (citing). This is taken seriously at the DEEE, and we have means of identifying such acts. Ensure that you submit your own work. If caught for plagiarism, the parties involved in the act (students allowing their work to be copied and students who copied) will be severely dealt with.