

Formal Lab Report Criteria

Do's

1. Do make the ABSTRACT a single paragraph, no indent, and within one page.
2. Do make discussions in the BODY to the point and as detailed as possible, include data, math, pseudo-code, flowcharts, and diagrams where appropriate.
3. Do indent the BODY, ANALYSIS, and CONCLUSION. Except for the ABSTRACT.
4. Do place each HEADING at the top of a new page.
5. You can include snapshots of running code in the BODY; make these snapshots highly clear and readable.
6. Do keep comments in the comments column even if you have to wrap around to the next line in the comment column.
7. Do keep font/style/size consistent for all text except the software/code listings may be different.
8. Do use the given font/style/size in the lab report template.
9. Do use single space for all text.
10. Do turn off italics - you can emphasize a line with italics or the title of a reference.
11. Do use third-person passive voice for all writings.
12. Do focus strictly on the hardware, software, procedures, data, results, analysis, conclusions when writing the report, and in your own words.
13. Do make the content of your report have value or usefulness to the reader.
14. Do list your original software/firmware under SOFTWARE heading.
15. Do cite other authors' work that you have referenced.
16. Do make your writing lean and to the point but with as much useful information as possible.

Dont's

1. Don't include snapshots of code in SOURCE CODE (SOFTWARE); always include code as typed text.
2. Don't include the given template instructions in your final submitted report.
3. Don't discuss references in the reference section simply list them correctly. Also, don't refer to people/teams/groups nor places/institutions in any way.
4. Don't include blank pages in the report.
5. Don't list any code/software that it not yours, unless instructed to do so.
6. Don't include headers or footers or watermarks in the pages of your report.
7. Don't use pronouns.
8. Don't include emotion in your writings.
9. Don't plagiarize.

IMPORTANT: Submit your report via Blackboard under Assignments as a .pdf file. Naming convention of the report is "**Group_number_Project_number**". Here, place your proper group and project number during final submission.

Mark Distribution

- Lab Report: 20
- Demo: 15
- Quiz: 5
- For Demo video, you can upload your video in YouTube or any other online drives (like: Dropbox, Google drive or OneDrive) and copy the link inside of your Lab Report.
- Add your **source code files** with your final submission in Blackboard.
- For Late submission 10% will be deducted **each day** from the Lab report and Demo total.