

TITLE OF YOUR TECHNICAL/PROJECT REPORT

Your Name

Purdue University
West Lafayette, IN 47907

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NUCL 402 – Engineering of Nuclear Power System
Professor S. T. Revankar

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(Optional Page, Centered Title, Left Adjust Headings)

TITLE OF YOUR REPORT

(Center, top of new page)

ABSTRACT(Center)

Your abstract will go here. The abstract is a brief statement of the document purpose, the methods used, the results, and conclusions. It is kept brief and the purpose is to give the reader enough information for him to be able to determine if he wants to read further. It is like an advertisement that you use to entice the reader. In technical documents, you usually do not try to sell but just give the facts and let the reader decide if he is interested. In a paper for wider distribution you try to give enticing information without giving all the data in order to encourage the reader to read on. The length is normally less than 200 words. Normally the abstract would appear on a separate page, but in an effort to save paper, and energy, you can include it on the first page as shown here.

1. FIRST SUBJECT OF THE MAIN BODY

(First Order Heading, Centered)

Here you will begin your main discussion and this first section usually will be titled "**INTRODUCTION**" and here you will set the stage for what is to follow in the report. Normally you would explain why the report is being written and discuss the history of the problem, why the work was undertaken, and outline the general approach to the problem. You may want to use subsections if there is a need to highlight the various parts of the **INTRODUCTION**. Usually if subsections are needed there would be more than one.

1.1 Title of the First Subdivision of Section 1.(Second Order Heading, Left Adjusted)

This is the first section of the subdivided **SECTION 1**. The use of bold and underlining in the headings is optional and the original use of underlining, uppercase and lowercase, centering and left adjustment, shown in the style guide, was set up for typewriters that did not have **bold** capability, thus you are free to combine the use of **bold** to make the higher level headings stand out. (This is done to help the reader more readily pick out the organization of the material.)

1.2 Title of the Second Subdivision of Section 1.

Start the second subsection of the **SECTION 1**. here. Normally this section will contain a separate topic of **SECTION 1**. that you want to call more attention to than if you were to combine it with the first subsection.

2. SECOND SUBJECT OF THE MAIN BODY

This is the beginning of your technical discussion and you begin building up your subject. This section could be used to state the problem specifically, state the assumptions, and discuss the methods that are to be used or developed in this report.

2.1 Title of The First Subdivision of Section 2.

Here you would either present the relevant material of this section or, if you want to subdivide further, then a sentence or two of introductory material for this section would appear here followed by further subheads.

2.1.1 Title of the First, Second Order Subdivision of Section 2.(Left Adjusted and Leads in the Paragraph) You may have a need to subdivide any section even further. (This breakdown usually will follow your outline.) Again a couple of introductory sentences may be used to introduce this further subdivision of the topic.

2.1.1.1 Title of the First, Fourth Order Subdivison of Section 2. Here the heading is indented and leads in the paragraph and may be a brief first sentence. You can use further breakdown using headings that are double and triple indented, but this probably won't be needed for this brief paper.

2.2 Title for Second Subdivision of Section 2.

Begin section 2.2 here and this section can again be subdivided as was shown in section 2.1, or it can be just one section. You must decide what best fits the material that you are presenting.

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N. TITLE FOR FINAL (Nth) SECTION OF REPORT BODY

This is the Nth section of the report (N is the sequential number of the section.) Usually this will be titled **CONCLUSIONS, CONCLUSIONS AND RECOMMENDATIONS**, or just **SUMMARY**. Which type of section you use depends

on the purpose of the report. In your report, this section provides an opportunity for you to state the conclusions or recommendations that result from your study of the particular topic that you have chosen.

REFERENCES

(centered)

This section is not normally numbered like the main body and simply is a list of the material that is referenced in the body of the report. You can also title this section **BIBLIOGRAPHY** if you are not referencing the material in the text, but simply are including a list of related material that you have drawn from. References to this material in the text should appear as "Reference 7," meaning refer to reference number seven listed in the **REFERENCES** section. All references in this section are numbered sequentially in order of appearance in the text. (They should not be grouped as Books, Journals, Reports, etc. shown in the class handout.)

APPENDICES

(Top of new page, heading centered, subheads should follow the breakdown used in the main body but prefixed with **A** for appendix A, etc.)