

ENGINEERING 110 Style Sheet

A Guide to Formatting your ENGR 110 Assignments

Formatting your document, along with organizing ideas and choosing content, is part of **Document Design**. There are many choices to be made while designing a document, and your main goal in making these decisions is to design a document for most effective **readability** for your target audience. This means you must adhere to the genre conventions that your readers expect, while making the reading process as clear, useful, and efficient as possible. This Style Sheet outlines the generally expected academic format for ENGR 110 assignments, and outlines some of the formatting decisions you will consider in the process of writing them. In general, the first page of your written assignments should look like and conform to the following example.

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Engineering 110-04
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Original and Informative Title: One that Captures the Attention of
the Reader and Creates an Expectation

Your paper begins by impressing me with startling insights articulated in clear, concise prose that has been carefully proofread and is free of errors -- and not distracting me with formatting errors. It is double-spaced and written in 12-point font of a typical publishing style such as Cambria or Times New Roman. Paragraphs begin with a tabbed indentation, and there are no extra spaces between paragraphs. The paper's margins are 1-1.5" all around and are left justified, but not right justified (leave a "ragged right margin" for better readability). All of this conforms to standard Academic Writing style for student papers and makes reading and grading easier for your instructor.

The first page does not require a page number (since the title makes it obvious), but all subsequent pages should be numbered **in the header** on the top or bottom right corner.

Place your name, course and section number, professor's name and date (single spaced) on the upper left corner of the page (but NOT in the header).

Single space, and centre the **title**. Do not underline or use fancy fonts, and do not place a period at the end.

Add an extra space before starting your essay.

Opening paragraph(s) give the reader the context necessary to understand the thesis and follow the essay.

A thesis statement at the end of the paragraph clearly indicates what the paper's purpose is (hopefully without resorting to the use of clumsy phrases such as "this essay will...")

The body of the paper is double-spaced throughout.

Note: no extra spaces between paragraphs are needed. Indentation signals a new paragraph.

Using Word

If you are using Word (and I highly recommend you do, as it is industry standard), most of the default format settings will be fine. Word gives you 1.5 inch margins, Cambria body font, Calibri heading font, and generally starts you off in a 12 point font size. These settings are acceptable for most of your assignments. Word is the standard in the business world, and you should become familiar with it. All assignments must be submitted as Word docs (in .doc or .docx format) or in pdf format.

If you are creating your own format template, conform to the following specifications:

Margins	1 – 1.5 inches (you have some room to play here) If you are binding a report, leave a 2 inch left margin
Body Text Font	A serif font such as Times New Roman, Cambria, etc
Heading Font	A sans serif font such as Ariel or Calibri
Font Size	11-12 point font (12 is preferred) for body text 12-20 for headings
Paragraphing	Academic writing is double spaced, paragraphs are indented, and no extra spaces are placed between paragraphs. Paragraphs tend to be at <i>least</i> 5 sentences long, but generally not more than 12 sentences. Each paragraph develops one main idea. Left justify your paragraphs, but leave a “ragged right” edge.
Pagination	The first page of your essay, beginning with your Introduction should be page 1, and all subsequent pages should be numbered in a consistent manner (top or bottom right or middle). Any pages that come after your cover page and before the introduction (Front Matter such as table of contents, abstract, etc) should be numbered using small roman numerals (i, ii, iii, iv, etc).

Headings

Academic writing does not always use headings; they are optional. If you choose to use them, every section of your paper should have a *descriptive* heading that informs the reader of the content of that section. These may or may not be numbered (but should *not* be lettered), and should be in black (you may have to change the Word defaults here). The following examples are in Ariel 16, 13 and 12 point fonts; the last one is italicized:

Level One Headings

First level headings should be the largest, and should be bolded. You might consider all caps, but avoid this if the headings are along.

Level Two Headings

Second level headings should be slightly smaller or in some way distinguished from first level headings. You might consider indenting blocks of text.

Level Three Headings

Third level headings, if you use them should be further distinguished by smaller size, italicizing, and/or indenting them. And so on...

Some Heading Guidelines:

1. When you use a heading, you must have a block of text below it. Never stack one heading after another.
2. Don't use a heading to introduce a table or graphic. You must have a phrase or sentence to introduce graphic elements. The paragraph below the heading must start as if the heading were not there.
3. Don't punctuate headings (eg: no colons after them).

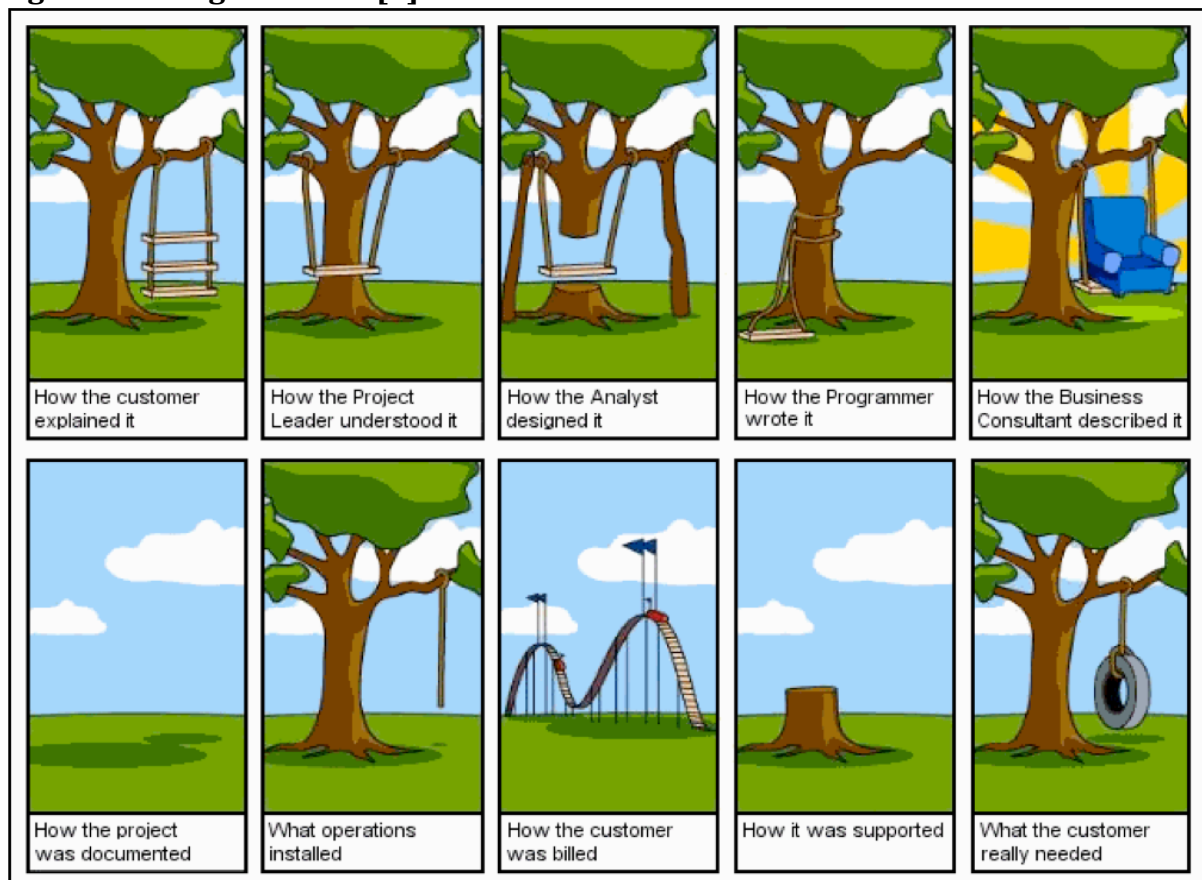
Tables and Figures

Tables and figures illustrate information in brief and easily understood visual formats. If included in the body of your paper, they must be properly captioned and formatted, and referred to in the paragraph directly before or after the figure.

Figures (including graphs, diagrams, photographs, charts, etc) and Tables are labeled separately and consecutively. That is, Tables are labeled as Table 1, Table 2, Table 3, etc., and Figures are labeled as Figure 1, Figure 2, Figure 3, etc., as they appear in your report.

If you did not create the table or figure, or got the data from another source, you must give the source in a reference number in a square bracket at the end of the label (see caption for **Figure 1**). Never use a figure or table that you don't directly refer to in your text. You must at least mention the figure if you include it in your report (as I have done in the parentheses above).

Figure 1: Design Cartoon [1]



You can mention it directly or indirectly. To mention it directly, say something like the following: **Figure 1** illustrates the importance of strong communications skills throughout the design process. To mention it indirectly, use a parenthetical reference such as (see **Figure 1**) at the end of the relevant sentence.

References

Label your reference section **References** in bold and aligned with the left margin. Make the heading consistent with other first level headings in your document.

References should follow IEEE style, with the following additional specifications:

- Single space each entry, and leave an extra space between entries
- Leave at least 2 space or up to one TAB space between number and beginning of entry:

[1] J. Miller.

- Use a hanging indent to indent 2nd and subsequent lines so that they align with the first work in your reference (see figure 2 for examples).

Figure 2: Preferred Formatting for References Section of your Report

Cited References	
[1]	J.A. Smith, <i>An Introduction to Engineering</i> , New York: Doubleday, 1981.
[2]	A. B. Brown, P. D. Adams and J. A. Smith, "Improved procedure for error detection," <i>Can. J. of Elec. Engineers</i> , Vol. 9, pp. 545-588, Nov. 1979.
[3]	J. A. Smith, "A preliminary analysis of internal waves in the Strait of Georgia," UVic Electrical Engineering Report 84-3, 5 pp., 1984.
[4]	H. Rosenblum, private communication, May, 2011.
[5]	Phoenix Group, "Flight simulator study results," <i>Phys. Rev. Lett.</i> , Vol. 26, p. 1231, 1985.
[6]	B. A. Trubnikov and V. S. Kudryartsev, "Plasma radiation in a magnetic field," in <i>Proc. 2ns U.N. Cong. Peaceful uses of Atomic Energy</i> (Geneva), Vol. 31, p. 93, 1958
[7]	IBM ASTAP Program Reference Manual, IBM Corp., 1973.
[8]	A. Harnack and G. Kleppinger, "Beyond the MLA Handbook: Documenting Electronic Sources on the Internet." <i>Kairos</i> , [Online serial] 1 (2), (1996 Sum), Available at: http://english.ttu.edu.kairos/1.2/

Note how much easier the references in Figure 2 are to read (because of the "hanging indent" alignment) than the references in Figure 3 below:

Figure 3: Non-preferred formatting for References

Cited References

- [1] J.A. Smith, *An Introduction to Engineering*, New York: Doubleday, 1981.
- [2] A. B. Brown, P. D. Adams and J. A. Smith, "Improved procedure for error detection," *Can. J. of Elec. Engineers*, Vol. 9, pp. 545-588, Nov. 1979.
- [3] J. A. Smith, "A preliminary analysis of internal waves in the Strait of Georgia," UVic Electrical Engineering Report 84-3, 5 pp., 1984.
- [4] H. Rosenblum, private communication, May, 2011.
- [5] Phoenix Group, "Flight simulator study results," *Phys. Rev. Lett.*, Vol. 26, p. 1231, 1985.
- [6] B. A. Trubnikov and V. S. Kudryartsev, "Plasma radiation in a magnetic field," in *Proc. 2ns U.N. Cong. Peaceful uses of Atomic Energy* (Geneva), Vol. 31, p. 93, 1958
- [7] IBM ASTAP Program Reference Manual, IBM Corp., 1973.
- [8] A. Harnack and G. Kleppinger, "Beyond the MLA Handbook: Documenting Electronic Sources on the Internet." *Kairos*, [Online serial] 1 (2), (1996 Sum), Available at: <http://english.ttu.edu.kairos/1.2/>