WR 327
Engineering

Project 1 Formatting Requirements

Why This Matters

In the workplace, engineers must be able to follow very specific formatting guidelines. Here are just two examples of scenarios that call for this kind of careful attention to detail:

1. Most workplaces use a style guide to ensure that all corporate documents conform to a uniform look and meet branding requirements.
2. Grant proposals must adhere to strict formatting requirements to ensure that benefactors can find and compare similar content across a large batch of proposals.

If an engineering document does not meet formatting requirements, readers may assume that the writer does not care about--or is not capable of--following instructions; as a result, the engineer loses credibility.

Formatting Requirements for Project 1 (Extended Definitions) and Project 4 (Collaborative Report)

TITLE AND MAIN HEADINGS:
- **Document Title,** centered and bold:

  Your Concept: Extended Definitions (Replace
  "Your Concept" with *your* concept/term!)

- **Main Headings,** left-aligned, bold, and all caps:

  DEFINITION 1: HIGH-SCHOOL AUDIENCE

  DEFINITION 2: GENERAL ENGINEERING AUDIENCE

HEADER CONTENT:
Be sure this is placed **in the header section** of the document, not in the body section:
- **Header for PAGE 1 ONLY**, at the top left margin:

  Student Name
  WR 327 Section #
  Date

  Note: Do not put a page number on page 1. (This means you will need to create a "Different First Page" in the header options in Word.)
- **Header for Page 2 and subsequent pages**, at the top right margin: Last name and page number.

FONT:
- Use Times New Roman 12 point for headers and body content.
- Use bold and capitalization to distinguish between heading levels:
  LEVEL 1

Level 2

Level 3

Notes: 1) Place headings against the left margin. 2) Do *not* underline headings. 3) Do *not* leave a blank line space between headings and the text paragraph below the headings.

LINE SPACING:

- Use single spaced block paragraphs (**no** indentations)
- Leave one blank line between paragraphs.

Citations and Visuals:

- IEEE in-text citations and References page.
- Correct labels, captions, in-text citations, and in-text references for images.