SPECIFICATIONS FOR WRITTEN WORK IN EE 333T

All organizations have specifications for official correspondence, memoranda, and reports. In this course, we will adopt standards for all written work. In addition to general formatting specifications for all printed documents, you will observe formatting specifications for memo headings, section headings, citation of sources, and inclusion of visual aids.

GENERAL FORMATTING SPECIFICATIONS

The following are general specifications for all printed documents that you submit in EE 333T. *Be sure to adhere to these specifications, and ask your TA or the instructor if anything is unclear.*

1. Provide standard page numbering: list the page number on all but the first page.
2. Place page numbers, centered, at the bottom of the page and in the same font as the text.
3. Use 1.5-spacing (unless advised otherwise) and 1-inch margins (top and bottom, left and right).
4. Use block paragraph format: do not indent the first line of each paragraph, and separate paragraphs with one empty line.
5. Use 12-point Times or Times New Roman font.
6. <u>Do not</u> justify the right margin.
7. Secure each assignment by staple.
8. Be aware that figures, tables, reference lists, and appendixes <u>do not</u> count toward page requirements
9. Observe additional specifications of individual assignments.

Note that some individual assignments may have *alternate* specifications.

STANDARD MEMO-HEADING FORMAT

Memos in this class will all use the following memo heading:

DATE:	[Month xx, 20xx]
TO:	[Instructor's Name]
FROM:	[Your name]
SUBJECT:	[Brief but informative description of the memo subject, specific enough that your reader will not be confused.]

Note that you should not include the brackets in your memo heading and that you should format the memo heading in the following manner:

- Present the titles (DATE, TO, FROM, SUBJECT) in bold, all caps.
- Tab the content out to a consistent point after the titles, creating two columns.
- Use 1.5 spacing *between* fields.
- Use single-spacing *within* fields.

STANDARD SECTION-HEADING FORMAT

There is no industry standard for section headings in documents, but your organization will likely have its own established formatting. When using headings, follow the specifications we have established for EE 333T:

- Leave one empty line (i.e., press *return* twice) between the text of the previous section and the heading of a new section. (You can maintain 1.5-spacing throughout.)
- Begin text on the line immediately following its heading.
- *First-level headings* should be formatted in **ALL-CAPS and BOLD**.
- *Second-level headings* should be formatted in **Initial Caps and Bold**.
- *Third-level headings* should be formatted in ***Initial Caps, Italics, and Bold***.
- *Fourth-level headings* should be formatted in *Italics*.

The following is an example of appropriate section formatting:

COMPANY LOCATIONS [First-Level Heading]

GizmoCorp maintains over thirty facilities throughout the country, many of these located in the Southwest. Five key locations–Austin, Texas; Phoenix, Arizona; Denver, Colorado; San Diego, California; and Boston, Massachusetts–are essential to the company's operations. Each of these sites maintains facilities for manufacturing as well as sales and marketing.

Austin, Texas [Second-Level Heading]

The company's corporate headquarters reside in Austin, Texas, where GizmoCorp produces its full line of home computing products. This location also houses the international marketing division, the national sales manager, and the offices of the CEO.

***Manufacturing Plant* [Third-Level Heading]**

GizmoCorp's Austin plant is the primary manufacturer of the company's CPUs, printers, and storage devices.

CPU Production **[Fourth-Level Heading]**

Most units of the popular *Avalon* personal computer are manufactured in Austin, Texas, which has the capacity to produce 200 units a day. Fifty employees work three shifts…

IEEE DOCUMENTATION STYLE
In this course, we will be using the IEEE standards for documenting sources. This system consists of bracketed citations and a *References* or *Works Cited* section at the end of each document.

Bracketed Citations

When citing sources in the text, adhere to the following rules:

1. In the body of your text, refer to the source of your information by inserting *consecutive* numbers in brackets at the end of each segment of cited information—like this [1]. These reference numbers can also be inserted within a sentence [2], without changes to the sentence's punctuation. You may also cite your reference in your text thus: "As Smithsky [3] points out, …" Note that a space precedes the bracketed number.
2. The bracketed number always precedes any punctuation following the material being cited [5]. "As in this example, references at the end of quotation marks appear outside those marks, and the entire sentence is punctuated with a period after the reference listing" [6, p. 23].
3. Always use square brackets around reference numbers [7, pp. 78-85] to distinguish them from equation numbers, which are given in parentheses (8).
4. Unless you are referring to a complete book or article (or a web page), identify the page number(s) of your source of information. Indicate exact page numbers for a source within your brackets after a comma [9, pp. 3-6], or by a simple rhetorical device in your text such as "On page 59 of Broad[10], the author seems to contradict himself when he states…." If you must refer to more than one separate page or source in the same reference, use semicolons for separation: [11, p. 46; 9, pp. 29-31; 12, pp. 8, 12].
5. Once you have numbered a source, use the same number for all subsequent references to that source, differentiating with page numbers if necessary [8, p. 5].

Reference List

You will then list all of the sources, in numerical order, in a Reference List immediately after the conclusion. (If you have created the list correctly, the numbers will correspond to the order in which works were first cited.) The following are guidelines for that Reference List:

1. **Consult the IEEE Guidelines for the proper format for each individual source listing** (http://www.computer.org/portal/web/publications/style_refs).
2. List individual references in their numerical order using the number—again *in brackets*—that you used in your citations.
3. Tab entries appropriately to create two columns: one for reference numbers and one for source information.
4. Single-space *within* individual references, with no indentation for a second or third line (i.e., no indentation that differs from that for the first line). Use 1.5 spacing *between* separate references.
5. End each entry with a period.
6. If you have referred to the same journal or book more than once in your paper, list that source only once on your reference page.

The following is an example of a properly formatted reference list:

[1] M.A. Arbib, ed., *The Handbook of Brain Theory and Neural Networks*, MIT Press, 1998.

[2] D. Kornack and P. Rakic, "Cell Proliferation without Neurogenesis in Adult Primate Neocortex," *Science,* Dec. 2001, pp. 2127–2130.

[3] R. Bartle, "Early MUD History," Nov. 1990; http://www.ludd.luth.se/aber/mud-history.html.

[4] I.E. Sutherland, R.F. Sproull, and R.A. Schumaker, "A Characterization of 10 Hidden-Surface Algorithms," *ACM Computing Surveys,* Mar. 1974, pp. 1–55.

[5] A.J. Albrecht, "Measuring Application-Development Productivity," *Programmer Productivity Issues for the Eighties,* C. Jones, ed., IEEE CS Press, 1981, pp. 34–43.

VISUAL AIDS

Just as there are specifications for how to format your papers appropriately, there are basic guidelines for your graphics regarding placement and labeling. All graphics must be referenced in the text prior to their inclusion—you do not want to include a graphic without context. References to the graphic should include some discussion or analysis of that graphic: tell the readers what they should see. Likewise, you do not want to include a page of solid graphics within the body of the report; all pages need to have some text to help break up the graphics. If you have a graphic that takes up the entire page, you should place it in an appendix.

When you include the graphic in the main text, use conventions similar to those for paragraph placement—spacing before and after the graphic in order to help it stand out. You may need to modify the graphic to have it fit on the page and to allocate sufficient white space. Always place a graphic at a natural breaking point in the text. The ideal placement is immediately *after* the paragraph in which you refer to the graphic. The alternative is to start the next paragraph and then place the graphic at the first paragraph break on the next page. Avoid leaving a large block of white space at the bottom of the page; where feasible, allow the next paragraph to start.

As you work, keep in mind that there are two different categories of graphics—tables and figures. They are numbered separately from one another, and they have different naming conventions. The following are examples of both to illustrate the differences.

As you can see on Table 1 on the next page, the title appears above the table, begins with "Table," a number, and a period, followed by a concise description of the subject, and it is

centered. The entire title is in bold and takes initial caps. Separate the title from preceding text with an empty line (as with block paragraphs), and do the same between the bottom of the table and the subsequent text. Provide some white space between the title and the table, but make it less than that between the title and the main text. Precise figures included in the table's contents are cited.

Table 1. Components for the Hat

Part	Price	Availability
Hat	$7.99 [2]	In stock
Sequins	$16.99 [3]	Back ordered; available 11/4
Figurine	$4.99 [4]	In stock
Astroturf	$2.99 [5]	In stock
Flowers	$6.99 [3]	In stock

Figure titles appear underneath the figure, and both are centered. Again, the entire title is in bold and takes initial caps. Separate the figure from the preceding text with an empty line (as with block paragraphs), and do the same between the figure title and the subsequent text. Provide some white space between the figure and the title, but make it less than that between the title and the main text. Figure 1 provides a citation for the diagram, which is taken from an outside source.
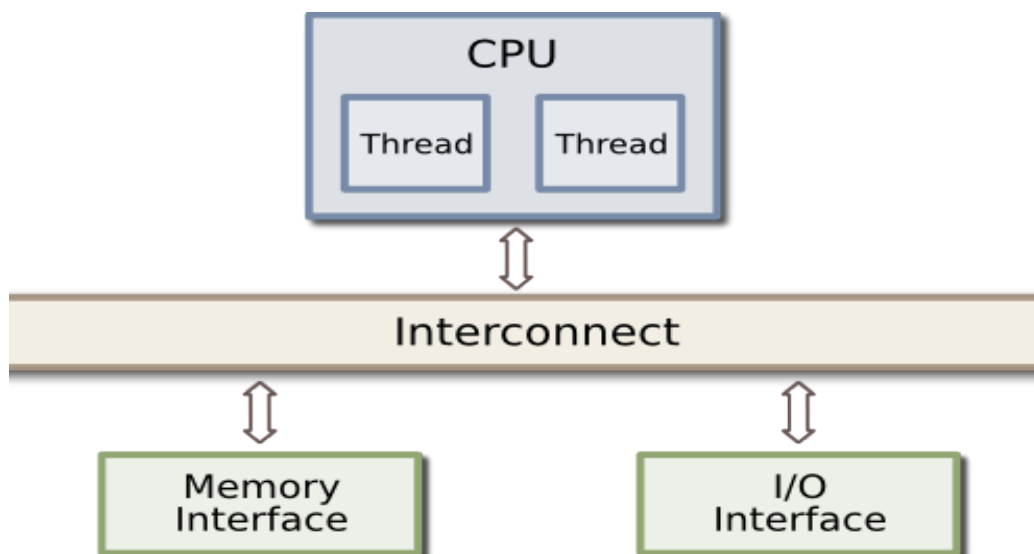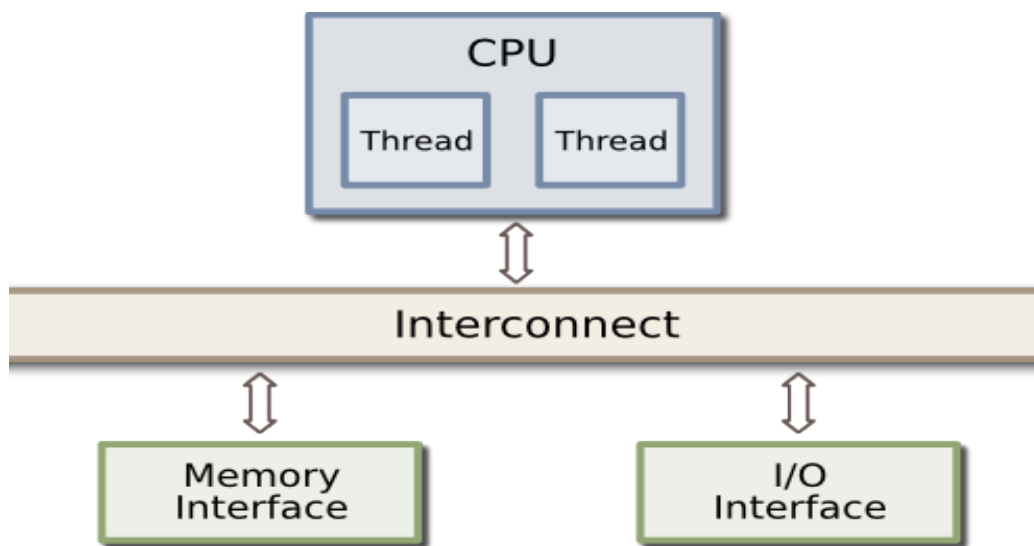
Figure 1. Block Diagram of a CPU [5]

If you were to include this figure in a presentation, however, you would provide a different type of label and citation. In presentations, the audience does not have the document to toggle between the graphic and the reference. In order to provide references for your material, you will cite graphics that you have taken from outside sources directly underneath the graphic. You can use a small font for the URL.

Block Diagram of a CPU
[http://ozlabs.org/~jk/projects/lca2008-hackfest/]

If you are unclear about formatting guidelines, it is your responsibility to clarify with the professor or a TA.