Preparation of Final Project Summary Report

Jane B. Smith[[1]](#footnote-1)

*The University of New South Wales at the Australian Defence Force Academy*

These instructions give you guidelines for preparing your Final Project Summary Report. Use this document as a template if you are using Microsoft Word 2013 or later, or Word for Mac OS X. Otherwise, use this document as an instruction set. The title of this report should be your project/thesis title and should NOT contain the word “thesis”. This section is the abstract, which should concisely summarise your report including the aim, motivations, methodology and observations (or achievements) and conclusions in a single paragraph. Define all symbols used in the abstract. Do not cite references in the abstract. The abstract should be no more than 400 words in length. The footnote on the first page should list your thesis course. See <http://ojs.unsw.adfa.edu.au/index.php/juer/index> for past examples of final thesis reports, bearing in mind the length requirements may vary.

# Contents

1. Introduction 2
2. Procedure for Paper Submission 2
3. General Guidelines 2
   1. Content of the Final Project Report 3
   2. Final Project Report Review 4
   3. Report Length 4
4. Detailed formatting Instructions 4
   1. Document Text 4
   2. Headings 4
   3. Abstract 4
   4. Footnotes and References 5
   5. Images, Figures, and Tables 5
   6. Equations, Numbers, Symbols, and Abbreviations 6
   7. General Grammar and Preferred Usage 6
5. Conclusions 7
6. Recommendations 7

Acknowledgements 7

References 7

APPENDICES (In supplementary document if required at all)

Appendix A. Detailed Results Data A1

Appendix B. Design of McGuffin A2

Appendix C. Uncertainty Analysis A3

# Nomenclature (examples – include units where appropriate)

*A* = amplitude of oscillation [m]

*a* = cylinder diameter [m]

*Cp*= pressure coefficient

*Cx* = force coefficient in the *x* direction

*Cy* = force coefficient in the *y* direction

*c* = chord [m]

d*t* = time step [s]

*Fx* = *X* component of the resultant pressure force acting on the vehicle [N]

*Fy* = *Y* component of the resultant pressure force acting on the vehicle [N]

*f, g* = generic functions

*h* = height [m]

*i* = time index during navigation

*j* = waypoint index

*K* = trailing-edge (TE) nondimensional angular deflection rate

# Introduction (or some other more appropriate heading)

This document can be used as a template for Microsoft Word for Windows or Mac OS X. Authors using Microsoft Word will first need to save the Template file (renamed as .dot) in the “Templates” directory of their hard drive. To do so, simply open the file and then click “File>Save As:” to save the template. (Note: Windows users will need to indicate “Save as Type>Document Template (\*.dot)” when asked in the dialogue box; Mac users should save the file in the “My Templates” directory.) To create a new document using this template, use the command ”File>New>From Template” (Windows) or “File>Project Gallery>My Templates” (Mac). To create your formatted manuscript, type your own text over sections of Papers\_Template.doc, or cut and paste from another document and then use the available markup styles. The pull-down menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is “Text”). Highlight a section that you want to designate with a certain style, then select the appropriate style name from the pull-down style menu. The style will automatically adjust your fonts and line spacing. **Do not change the font sizes, line spacing, or margins**. Use *italics* for emphasis; do not underline.

Replace the text in this template with your own text and original content. The draft watermark should be removed before submitting your thesis report. In Microsoft Word, go to Format, then Background, then Watermark, and click the box to remove the watermark.

If you are using some other word processing/editing software or environment such as LATEX then this template should be used as a formatting guide. There is a separate LATEX template on the Moodle website. All documents should be converting to .PDF format before electronic submission

# Procedure for Final Project Summary Report Submission

The report will be submitted on-line to The UNSW Canberra at ADFA Journal of Undergraduate Engineering Research at the internet address [**https://ojs.unsw.adfa.edu.au/index.php/juer**](https://ojs.unsw.adfa.edu.au/index.php/juer). Students who have not submitted any previous work to this journal will have to register. Register at that site and tick the boxes as author and reviewer. Students who have already registered should use the same login and password to enter the site as an author. Submit the paper in PDF format under the General Paper section. Files sizes large than 5 MB are STRONGLY discouraged. If your file is larger than this you need to reduce the memory size of the images in your file. Come and see us if you are unable to resolve this. Any appendices should be submitted as a *single* supplementary file at step 4 also in .PDF format. These are informative only and most likely will not be reviewed. Please confirm the submission at step 5 so that an email will be sent out to confirm the time and date of submission.

The deadline for the online submission of the Final Project Report for assessment without penalties is specified in the Course Outline. There are penalties for late submissions.

Please consider the environment if you are printing draft copies of your report. ALWAYS double side the pages and if possible print 2 pages per side. This will save both paper and toner as well as energy and people’s time in replacing paper and toner cartridges.

# General Guidelines

The following section outlines general (nonformatting) guidelines to follow in the preparation of your report. This Template and these guidelines are based on that provided by the American Institute of Aeronautics and Astronautics (AIAA) for their conferences and journals. These guidelines are applicable to all authors (except as noted), and include information on the policies and practices relevant to the preparation of your Final Project Report.

## Content of the Final Project Summary Report

The text of your report must address the marking criteria set out in the Course Manual and reproduced in Table 1 below. Use your maximum of 10 pages appropriately, with space approximately apportioned as indicated by the marking scheme. Note that this marking scheme is only a guideline though, and may well vary depending on your topic and the nature of your project and findings.

## Final Project Summary Report Review

Once you have submitted your Final Project Report online it will be reviewed by your supervisor and by members of your project Panel. They will award a mark for the report and may provide written feedback of any required changes to the text of the report. The student is then required to make the required changes, *in consultation with supervisor*, and then resubmit the revised report online by the date. This resubmission is a requirement for successful completion of the course and thus graduation and the revised copy must be approved by the supervisor.

**Table 1: Expectations for the Assessment of the Final Project Summary Report**

Understanding of the topic: (What and why?)

***•*** *Has the problem been adequately defined?*

*• Has a critical review of the relevant literature been performed?* ***Note the most important references should be included in this report, whereas extensive literature reviews where appropriate should be confined to the Appendices or your separate Project Specific Deliverable.***

*• Has the relationship between the project and the literature been adequately defined?*

*• Has a clear, appropriate and attainable set of aims been identified?*

Methodology (How?)

*• Has a logical process been developed to meet the aims?*

*• Has this process been justified?*

*• Is the methodology appropriate for the scope of the project?*

Analysis

***•*** *Has there been an adequate collection of data/information (or efficient design)?*

*• Has appropriate and sufficient analysis been performed to reduce it to a useful form?*

*• Have the aims been adequately addressed (if not then have valid reasons been given)?*

Discussion, conclusions and recommendations:

***•*** *Are they meaningful/worthwhile/significant within the scope of the project?*

*• Are they appropriate and adequately justified?*

Presentation of the thesis report:

*• Is the document set out clearly and logically?*

*• Does the text clearly explain all aspects of the project to even a non-expert?*

*• Has appropriate use been made of figures/tables/charts?*

*• Has appropriate and accurate use of referencing been made?*

Management

*• There is no requirement for an explicit management document, but it may be appropriate for you to briefly discuss your learnings in terms of expectations in the context of your project.*

## Report Length

**The Final Project Report should be no longer than 10 pages for the main body of text including the figures and tables. The front papers (Title, Abstract, Table of Contents and Nomenclature), bibliography (i.e. references) and any appendix can be counted outside this page limit.** Additional detailed material may be included in a separate SINGLE attachment of Appendices if referred to, at least briefly, in the main text. You should avoid large file sizes by ensuring that overly high-resolution versions of images are not included in the report. If you have high resolution photos or images, you can reduce their resolution in a range of different graphics packages. To repeat, the maximum allowable file size is 15 MB. Raw data, or detailed computer programs and files, should not be included. Their archiving for future use should be discussed with your supervisor.

# Detailed Formatting Instructions

The styles and formats for the Final Project Report template have been incorporated into the structure of this document. If you are using Microsoft Word 2003 or later, please use this template to prepare your manuscript. Regardless of which program you use to prepare your manuscript, please use the formatting instructions contained in this document as a guide. The Australian Style Guide, or an appropriate style guide, is very useful as a reference for setting out the document, grammar, punctuation, notation, abbreviations, and referencing. Consult the UNSW Canberra at ADFA library, which has a few copies. You can also consult the style guides and other resources listed at https://gateway.unsw.adfa.edu.au/iteaching/iall/resources/index.html. NOTE that these are for guidance rather than absolute formatting rules, as this template should form the authoritative guide.

If you are using this file to directly prepare your manuscript, you can simply type your own text over sections of this document, or cut and paste from another document and use the included styles. The pull-down menu on the left-hand side of the Formatting Toolbar at the top of your Word window contains all the styles you will need to format your document. Highlight a section that you want to designate with a certain style and select the appropriate style name from the pull-down style menu. The style will automatically adjust your fonts, tabs, and line spacing as appropriate. Do not change the font sizes, line spacing, or margins. Use italics for emphasis; do not underline. Use the “Page Layout” feature from the “View” menu bar (View>Page Layout) to see the most accurate representation of how your final paper will appear.

Note that Microsoft Word is able to auto generate figure and table caption numbering and in text references to these (Use Insert Caption and Insert Cross Reference). In addition, if the correct heading styles are used, MSWord can auto generate a table of contents.

Don’t forget to remove the DRAFT watermark before submission!

## Document Text

The default font is Times New Roman, 10-point size. In the electronic template, use the “Text” style from the pull-down menu to format all primary text for your manuscript. The first line of every paragraph should be indented, and all lines should be single-spaced. Default margins are 2.54 cm on all sides. In the electronic version of this template, all margins and other formatting is preset. There should be no additional lines between paragraphs.

Extended quotes, such as this example, are to be used when material being cited is longer than a few sentences, or the standard quotation format is not practical. In this Word template, the appropriate style is “Extended Quote” from the drop-down menu. Extended quotes are to be in Times New Roman, 9-point font, indented 0.4” and fully justified.

*NOTE:* If you are using the electronic template to format your manuscript, the required spacing and formatting will be applied automatically, simply by using the appropriate style designation from the pull-down menu.

## Headings

The title of your paper should be typed in bold, 18-point type, with capital and lower-case letters, and centered at the top of the page. The name of the author should follow on a separate line below the title. Author names are centered. The first footnote (lower left-hand side) is to contain your Thesis Course code.

Major headings (“Heading 1” in the template style list) are bold 11-point font, centered, and numbered with Roman numerals.

Subheadings (“Heading 2” in the template style list) are bold, flush left, and numbered with capital letters.

Sub-Subheadings (“Heading 3” in the template style list) are italic, flush left, and numbered (1. 2. 3. etc.)

## Abstract

The abstract should appear at the beginning of your paper. It should be one paragraph long (not an introduction) and complete in itself (no reference numbers). It should indicate subjects dealt with in the paper and state the objectives of the investigation. Newly observed facts and conclusions of the experiment or argument discussed in the paper must be stated in summary form; readers should not have to read the paper to understand the abstract. The abstract should be bold, indented 3 picas (1/2”) on each side, and separated from the rest of the document by two blank lines. The font used should be Times New Roman, 10-point size, Bold.

## Footnotes and References

Footnotes, where they appear, should be placed above the 2.54 cm margin at the bottom of the page. To insert footnotes into the template, use the Insert>Footnote feature from the main menu as necessary. Footnotes are formatted automatically in the template, but if another medium is used, should appear in superscript as symbols in the sequence, \*, †, ‡, §, ¶, #, \*\*. ††, ‡‡, §§, etc.

List and number all bibliographical references at the end of the paper. If you are using sequential referencing (see Reference section), corresponding superscript numbers are used to cite references in the text,1 unless the citation is an integral part of the sentence (e.g., “It is shown in Ref. 2 that…”) or follows a mathematical expression: “A2 + B = C (Ref. 3).” For multiple citations, separate reference numbers with commas,4,5 or use a dash to show a range.6-8 Reference citations in the text should be in numerical order.

In the reference list, give all authors’ names; do not use “et al*.*” unless there are six authors or more. Papers that have not been published should be cited as “unpublished”; papers that have been submitted or accepted for publication should be cited as “submitted for publication.” Private communications and personal Web sites should appear as footnotes rather than in the reference list.

References should be cited according to the standard publication reference style (for examples, see the “References” section of this template). As a rule, all words are capitalized except for articles, conjunctions, and prepositions of four letters or fewer. Names and locations of publishers should be listed; month and year should be included for reports and papers. For papers published in translation journals, please give the English citation first, followed by the original foreign language citation.

## Images, Figures, and Tables

Tables and figures of all types should be inserted into the text though only include figures that are relevant to the discussion and that are directly referred to in the text. To save room you can use text boxes (or frames, if text boxes are not practical) as illustrated here. Text boxes should have no background and no outlines. Both the illustration itself and the caption should be included in the same box. In the electronic template, use the “Figure” style from the pull-down formatting menu to type caption text. Captions are bold and justified, with a period and a single tab (no hyphen or other character) between the figure number and figure description.

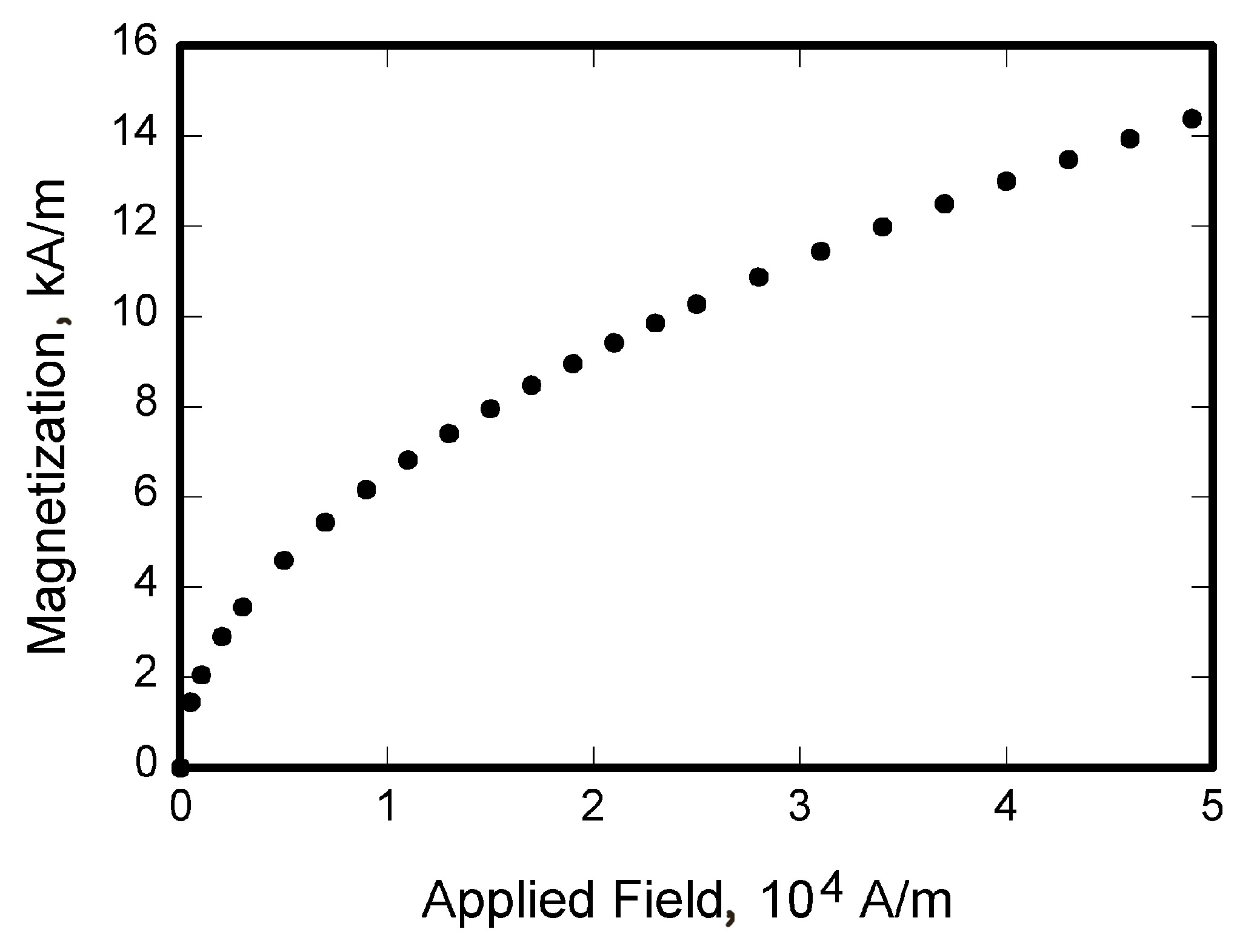


Figure 1. Magnetization as a function of applied field. *Figure captions should be bold and justified, with a period and a single tab (no hyphen or other character) between the figure number and the figure description.*

Place figure captions below all figures; place table titles above the tables. If your figure has multiple parts, include the labels “a),” “b),” etc. below and to the left of each part, above the figure caption. Please verify that the figures and tables you mention in the text actually exist. *Please do not include captions as part of the figures, and do not put captions in separate text boxes linked to the figures*. All figures MUST be referred to in the main text. When citing a figure in the text, use the abbreviation “Fig.” except at the beginning of a sentence. Do not abbreviate “Table.” Number each different type of illustration (i.e., figures, tables, images) sequentially with relation to other illustrations of the same type.

Try to locate the figure near to the point in the text which first refers to it. Do not wrap Tables across multiple pages.

Figure axis labels are often a source of confusion. Use words rather than symbols. As in the example to the right, write the quantity “Magnetization” rather than just “M.” Do not enclose units in parenthesis, but rather separate them from the preceding text by commas. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization, A/m” or “Magnetization, Am−1,” not just “A/m.” Note the use of the centre dot () and not a full stop. Do not label axes with a ratio of quantities and units. For example, write “Temperature, K,” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization, kA/m” or “Magnetization, 103 A/m.” Do not write “Magnetization (A/m) x 1000” because the reader would not then know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels must be legible, approximately 8-12 point type.

## Equations, Numbers, Symbols, and Abbreviations

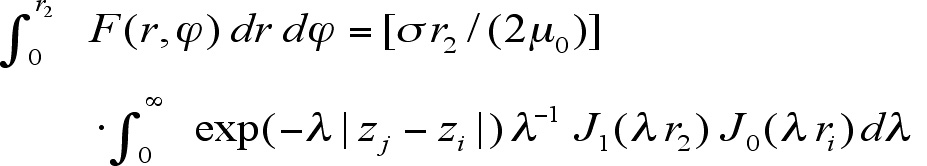
Equations are centered and numbered consecutively, with equation numbers in parentheses flush right, as in Eq. (1). Insert a blank line on either side of the equation. First use the equation editor to create the equation. If you are using Microsoft Word, use either the Microsoft Equation Editor or the MathType add-on (<http://www.mathtype.com>) for equations in your paper, use the function (Insert>Object>Create New>Microsoft Equation *or* MathType Equation) to insert it into the document. Please note that “Float over text” should *not* be selected. To insert the equation into the document:

Select the “Equation” style from the pull-down formatting menu and hit “tab” once.

Insert the equation, hit “tab” again,

Enter the equation number in parentheses.

A sample equation is included here, formatted using the preceding instructions. To make your equation more compact, you can use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators.

 (1)

Be sure that the symbols in your equation are defined before the equation appears, or immediately following. Italicize symbols (*T* might refer to temperature, but T is the unit tesla). Refer to “Eq. (1),” not “(1)” or “equation (1)” except at the beginning of a sentence: “Equation (1) is…” Equations can be labeled other than “Eq.” should they represent inequalities, matrices, or boundary conditions. If what is represented is really more than one equation, the abbreviation “Eqs.” can be used.

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Very common abbreviations such as AIAA, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “P.R.,” not “P. R.” Delete periods between initials if the abbreviation has three or more initials; e.g., U.N. but ESA. Do not use abbreviations in the title unless they are unavoidable.

## General Grammar and Preferred Usage

Use only one space after periods or colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using Eq. (1), the potential was calculated.” [It is not clear who or what used Eq. (1).] Write instead “The potential was calculated using Eq. (1),” or “Using Eq. (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm2,” not “cc.” Indicate sample dimensions as “0.1 cm x 0.2 cm,” not “0.1 x 0.2 cm2.” The preferred abbreviation for “seconds” is “s,” not “sec.” Do not mix complete spellings and abbreviations of units: use “Wb/m2” or “webers per square meter,” not “webers/m2.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). Avoid contractions; for example, write “do not” instead of “don’t.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that…” or “We observed that…” instead of “It was observed that…”) although the latter is preferred. Remember to check spelling. If your native language is not English, please ask a native English-speaking colleague to proofread your paper.

The word “data” is plural, not singular (i.e., “data are,” not “data is”). The subscript for the permeability of vacuum µ0 is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” The word “micrometer” is preferred over “micron” when spelling out this unit of measure. A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound Ni0.5Mn0.5 whereas “Ni–Mn” indicates an alloy of some composition NixMn1-x.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “"ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the abbreviation “et al*.*” The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized). Read a range of other journal papers and use their styles as guidance of good practice. It is preferable to use either American or British spelling consistently throughout the document, do not mix.

# Conclusions

The conclusions should summarise the main findings of your thesis project including a brief reference to the supporting evidence and to the initial aims. *Note that the Conclusions and Recommendations sections are the last sections of the paper that should be numbered. The acknowledgements and references should be listed without numbers.*

# Recommendations

This section should discuss and recommend directions for future work that will build on and extend your research and perhaps resolve some of the issues that you have encountered in your work.

# Acknowledgements

The Acknowledgements section should be used to briefly thank those individuals or organisations that have assisted you directly in your thesis work whether they be family, friends and colleagues, or technical and academic staff. Note that any external funding source that supported your project should be acknowledged here.

# References

You are required to use either the (in-text) Harvard system of referencing (refer to [www.lc.unsw.edu.au/onlib/ref.html](http://www.lc.unsw.edu.au/onlib/ref.html)) or the endnote numbering system in which in-text citations are numbered like this[1] or like this2. Whichever method you chose you must stick to. DO NOT mix and match referencing systems. Note that the online Harvard system guidelines above recommend the use of page number as well as author and date for the in-text citation. However in technical writing the page number is not normally included as most references are short journal papers.

The following are intended to provide examples of the different reference types. When using the Word version of this template to enter references, select the “references” style from the drop-down style menu to automatically format your references. If you are using a print or PDF version of this document, all references should be in 9-point font, with reference numbers inserted in superscript immediately before the corresponding reference. You should NOT indicate the type of reference in your list; different types are shown here for illustrative purposes only.

Note that the list of references should be alphabetical when using the Harvard system, while they should be numbered in order of appearance if using the endnote system (NOTE that we are referring to the “endnote” system of referencing here as distinct from the Endnote software which can do either).

*Periodicals*

1Vatistas, G. H., Lin, S., and Kwok, C. K., “Reverse Flow Radius in Vortex Chambers,” *AIAA Journal*, Vol. 24, No. 11, 1986, pp. 1872, 1873.

2Dornheim, M. A., “Planetary Flight Surge Faces Budget Realities,” *Aviation Week and Space Technology*, Vol. 145, No. 24, 9 Dec. 1996, pp. 44-46.

3Terster, W., “NASA Considers Switch to Delta 2,” *Space News*, Vol. 8, No. 2, 13-19 Jan. 1997, pp., 1, 18.

All of the preceding information is required. The journal issue number (“No. 11” in Ref. 1) is preferred, but the month (Nov.) can be substituted if the issue number is not available. Use the complete date for daily and weekly publications. Transactions follow the same style as other journals; if punctuation is necessary, use a colon to separate the transactions title from the journal title.

*Books*

4Peyret, R., and Taylor, T. D., *Computational Methods in Fluid Flow*, 2nd ed., Springer-Verlag, New York, 1983, Chaps. 7, 14.

5Oates, G. C. (ed.), *Aerothermodynamics of Gas Turbine and Rocket Propulsion*, AIAA Education Series, AIAA, New York, 1984, pp. 19, 136.

6Volpe, R., “Techniques for Collision Prevention, Impact Stability, and Force Control by Space Manipulators,” *Teleoperation and Robotics in Space*, edited by S. B. Skaar and C. F. Ruoff, Progress in Astronautics and Aeronautics, AIAA, Washington, DC, 1994, pp. 175-212.

Publisher, place, and date of publication are required for all books. No state or country is required for major cities: New York, London, Moscow, etc. A differentiation must always be made between Cambridge, MA, and Cambridge, England, UK. Note that series titles are in roman type.

*Proceedings*

7Thompson, C. M., “Spacecraft Thermal Control, Design, and Operation,” *AIAA Guidance, Navigation, and Control Conference*, CP849, Vol. 1, AIAA, Washington, DC, 1989, pp. 103-115

8Chi, Y., (ed.), *Fluid Mechanics Proceedings*, SP-255, NASA, 1993.

9Morris, J. D. “Convective Heat Transfer in Radially Rotating Ducts,” *Proceedings of the Annual Heat Transfer Conference*, edited by B. Corbell, Vol. 1, Inst. Of Mechanical Engineering, New York, 1992, pp. 227-234.

At a minimum, proceedings must have the same information as other book references: paper (chapter) and volume title, name and location of publisher, editor (if applicable), and pages or chapters cited. Do not include paper numbers in proceedings references, and delete the conference location so that it is not confused with the publisher’s location (which is mandatory, except for government agencies). Frequently, CP or SP numbers (Conference Proceedings or Symposium Proceedings numbers) are also given. These elements are not necessary, but when provided, their places should be as shown in the preceding examples.

*Reports, Theses, and Individual Papers*

10Chapman, G. T., and Tobak, M., “Nonlinear Problems in Flight Dynamics,” NASA TM-85940, 1984.

11Steger, J. L., Jr., Nietubicz, C. J., and Heavey, J. E., “A General Curvilinear Grid Generation Program for Projectile Configurations,” U.S. Army Ballistic Research Lab., Rept. ARBRL-MR03142, Aberdeen Proving Ground, MD, Oct. 1981.

12Tseng, K., “Nonlinear Green’s Function Method for Transonic Potential Flow,” Ph.D. Dissertation, Aeronautics and Astronautics Dept., Boston Univ., Cambridge, MA, 1983.

Government agency reports do not require locations. For reports such as NASA TM-85940, neither insert nor delete dashes; leave them as provided by the author. Place of publication *should* be given, although it is not mandatory, for military and company reports. Always include a city and state for universities. Papers need only the name of the sponsor; neither the sponsor’s location nor the conference name and location are required. *Do not confuse proceedings references with conference papers*.

*Electronic Publications*

CD-ROM publications and regularly issued, dated electronic journals are permitted as references. Archived data sets also may be referenced as long as the material is openly accessible and the repository is committed to archiving the data indefinitely. References to electronic data available only from personal Web sites or commercial, academic, or government ones where there is no commitment to archiving the data are strongly discouraged (see Private Communications and Web sites).

13Richard, J. C., and Fralick, G. C., “Use of Drag Probe in Supersonic Flow,” *AIAA Meeting Papers on Disc* [CD-ROM], Vol. 1, No. 2, AIAA, Reston, VA, 1996.

14Atkins, C. P., and Scantelbury, J. D., “The Activity Coefficient of Sodium Chloride in a Simulated Pore Solution Environment,” *Journal of Corrosion Science and Engineering* [online journal], Vol. 1, No. 1, Paper 2, URL: <http://www.cp/umist.ac.uk/JCSE/vol1/vol1.html> [cited 13 April 1998].

15Vickers, A., “10-110 mm/hr Hypodermic Gravity Design A,” *Rainfall Simulation Database* [online database], URL: <http://www.geog.le.ac.uk/bgrg/lab.htm> [cited 15 March 1998].

Always include the citation date for online references. Break Web site addresses after punctuation, and do not hyphenate at line breaks. Always remember to include when a web site was cited or last accessed – they go defunct quite often.

*Computer Software*

16TAPP, Thermochemical and Physical Properties, Software Package, Ver. 1.0, E. S. Microware, Hamilton, OH, 1992.

Include a version number and the company name and location of software packages.

*Patents*

Patents appear infrequently. Be sure to include the patent number and date.

17Scherrer, R., Overholster, D., and Watson, K., Lockheed Corp., Burbank, CA, U.S. Patent Application for a “Vehicle,” Docket No. P-01-1532, filed 11 Feb. 1979.

*Private Communications and Web Sites*

References to private communications and personal Web site addresses are discouraged. Private communications can be defined as privately held unpublished letters or notes or conversations between an author and one or more individuals. Depending on the circumstances, private communications and Web site addresses may be incorporated into the main text of a manuscript or may appear in footnotes.

*Unpublished Papers and Books*

Unpublished works can be used as references as long as they are being considered for publication or can be located by the reader (such as papers that are part of an archival collection). If a journal paper or a book is being considered for publication choose the format that reflects the status of the work (depending upon whether it has been accepted for publication):

18Doe, J., “Title of Paper,” *Name of Journal* (to be published).

19Doe, J., “Title of Chapter,” *Name of Book*, edited by… Publisher’s name and location (to be published).

20Doe, J., “Title of Work,” Name of Archive, Univ. (or organization) Name, City, State, Year (unpublished).

Unpublished works in an archive *must* include the name of the archive and the name and location of the university or other organization where the archive is held. Also include any cataloging information that may be provided. Always query for an update if a work is about to be published.

# Appendices (Separate Document)

Appendices may used to archive detailed summaries of data such as images, tables and charts and detailed example calculations such as for the estimation of measurement uncertainty. They may also include design drawings. Raw data, or detailed computer programs and files and extensive design drawings, should not be included. Their archiving should be discussed with your supervisor. Any appendices should be submitted as a SINGLE separate document file if referred to in the main text and be listed in the table of contents at the beginning (Note the use of a separate page numbering scheme).

1. OFFCDT, School of Engineering & Information Technology. ZEIT4500/4501/4297 – delete as appropriate. [↑](#footnote-ref-1)