

## CE 344 LAB REPORT PREPARATION GUIDE

Write your lab report in accordance with the instructions below. If you do not follow these instructions you will lose points.

1. Use “Times New Roman” font and “12” font size. Use “1.5” paragraph spacing throughout the report.
2. Paragraphs should be separated with “1” space.
3. **Give page numbers** except for the “Cover Page” and the page(s) with “Table of Contents”.
4. Use the “Cover Page” given on next page! Fill all the necessary information!
5. Include “Table of Contents” before the main body of your report.
6. Number and name all the figures/tables in your report. The name of the tables will be placed one space above the table and the name of the figures will be placed one space below the figure. See the examples below:

Table 1: Name of the Table

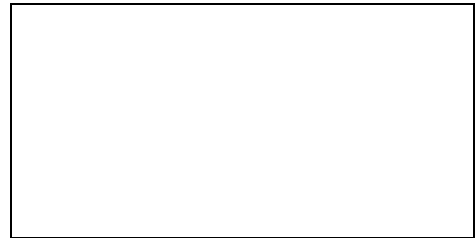



Figure 1: Name of the Figure

7. The main body of your report should include the following. **Use your own words throughout all the report.**
  - Objectives and Scope
  - Preliminary Remarks
  - Test Specimen
  - Apparatus
  - Test Procedures
  - Calculations
  - Results
  - Discussion of Results
  - References
8. **Do not use any forms of sheet protectors or files! Please use staplers only and go green!**

**MIDDLE EAST TECHNICAL UNIVERSITY**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CE 344: MATERIALS OF CONSTRUCTION**

**LABORATORY REPORT #:** *write the name of the lab*

**LAB GROUP:** *write your lab group number*

**NAME1, SURNAME1**

**STUDENT ID1**

**SECTION #**

**NAME2, SURNAME2**

**STUDENT ID2**

**SECTION #**

**SUBMISSION DATE: XX.XX.2014**