1 - What citation method should I use?

Use IEEE.

2 - Is this a .ppt, word, or PDF document?

Use MS Word to build the document and submit it as a PDF file.

2 - What size font and how much spacing should I use?

Use either 12-point Times New Roman or 11-point Arial. Include headings before each of the six sections named above, using the same font in boldface, 2 points more than the font you use in the body text.

Make paragraphs single-spaced, left justified, and separated by a blank line.

Make pages 8.5 x 11 inches (22 x 28 cm). Make margins 1-inch (2.54 cm) all around.

3 - Should I use paragraphs or bullet points?

Use entire paragraphs except where using a list to draw special attention.

4 - Can you provide more detail about what should be in each section?

Written 3.1 is limited to two sections of the report, plus illustrations and references.

- **BACKGROUND/CONTEXT** - .5 - 1 page

    ◦ Reason for the report
    ◦ Criteria that will influence the decision
    ◦ Process for the examination

- **DETAILS** - 2 - 3 pages PLUS the space taken by figures and table(s)

    ◦ The technical facts for each of the four choices under consideration. Keep in mind the criteria for selection - this section provides the factual data that will be assessed later in the report.

    ◦ Include at least four figures and one table:

        ▪ The figures can be your original work or found. When using figures made by others, cite the source appropriately. If using data but not designs from others, indicate "adapted from [<n>]." If using a figure you made, it's a good idea to indicate with words such as "figure by author" or source: Author

- - - Do not use clip art images.
  - The table needs to be your original work.

- **REFERENCES - Length as needed**

  - Use IEEE style
  - Cite each use of third-party content in the text.
  - Connect each citation to its source in the list of references
  - The IEEE reference materials show how references should be done (by type of source) AND how the reference list should be built.
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