

MME 9600 Final Report Guidelines

- The report must be written in one of the two formats (**Conference** or **Journal**) suggested below adhering to the preparation guidelines and maximum page limits
- Any additional supplementary material such as detailed computer programs, detailed drawings, design iterations etc. must be handed to the Project supervisor as per your supervisor's instructions.

A. Journal Format

- The length of your submission manuscript must be approximately 20 pages (**single column 1.5 line spacing**) including all figures, tables and appendices.
- Follow the ASME guide for authors when preparing your manuscript. In particular, follow pages 7-10 for details.
 - *ASME Journal guide for authors*

B. Conference Format

- The length of your submission manuscript must be approximately 8 pages (**double column** format as per guidelines provided in the template)
- Follow the ASME conference template when preparing your manuscript.
 - *ASME Conference author template*

Additional guidelines applicable to both formats

In addition to the formatting guidelines, you may find the following general suggestions to be helpful when preparing your manuscript. However, in a particular report, some variations may seem appropriate. In this case, the matter should be discussed with the project supervisor.

- (i) An abstract (250 words OR as per conference / journal guidelines) should give a clear summary of the objective, scope, and results so that readers may determine whether the full text will be of particular interest to them
- (ii) The introduction should provide more details on the background for the project and clearly state the objectives, the method of attack, and the scope.
- (iii) Review of literature is a review of the relevant work in your field of study. It should be comparative in nature and critical where appropriate. In most cases, it may be incorporated in the introduction section.
- (iv) Theoretical developments that are new or are essential to the understanding of the main body of the report should be presented. One must exercise judgment about the amount of detail to be presented here. In instances where the theory is not the main thrust of the report, it is often appropriate to present a skeletal outline of theory emphasizing the important features with references to a detailed account in an appendix.
- (v) Descriptions of experimental apparatus and procedure may appear in one section, but this is not a general rule; it may be more appropriate to separate them into two sections. Remember that another person with your knowledge and experience should be able to duplicate your experiments from the descriptions given. This requires a clear, concise description of experimental procedures and a detailed description of special apparatus that

has been designed and fabricated for the experiments. Note that it may be appropriate to relegate part of the details of such designs to an appendix.

- (vi) **Results and Discussion:** These may be presented together in one section or separately in two sections depending on the nature of the project. Experimental results should be presented in graphical and/or tabular form. The form chosen depends on the nature of the results. In some instances, it may be necessary to support a graphical display with tabulated data in an appendix. Prepare graphs and tables carefully and be sure that the units of quantities are specified. Each table and/or graph must include a clear description of the results and their meaning. The discussion is very important and should be a thoughtful interpretation of the results as they relate to the objective of the project.
- (vii) **Conclusions and Recommendations:** This section should be concise and should emphasize the significant conclusions reached. Conclusions must be based on the evidence presented and must be related to the stated objective of the project. This is no place to introduce new ideas. The recommendations for future work must be carefully stated and should follow logically from the discussion and conclusions of the work done for the project.
- (viii) **Appendices:** It is usually desirable to keep the main body of the report as concise as possible, and to place in appendices supplementary material that the author feels is important for the completeness of the report. However, one must not overdo it ie. the main body should be sufficiently complete that the reader can understand the report without reference to the appendix. Examples of information that might be relegated to appendices are: (a) detailed theoretical developments that are not the main thrust of the project, (b) tabulated data used for drawing graphs in the main body, (c) list of instrumentation, specifications, calibrations, etc., (d) listing of computer programs used, and (e) design calculations
- (ix) **References:** There is no one correct way of listing references and citing them in the text. This depends on company policy, or in the case of engineering journals/conferences, on editorial policy. In your case, after discussion with your supervisor, refer to a specific journal/conference appropriate to your project and adopt the method used in that journal/conference. If you are unsure, use the method suggested by ASME.