

ME-195 Lab report format and instructions

Follow the instructions and details regarding the lab reports. For more details on formatting the document please refer ASME/IEEE /Fresno state document report instructions.

- Title page (Separate page)
- Contents (Separate page)
 - Introduction (1 point)
 - Purpose of the experiment
 - Objective of the experiment
 - Procedure (3 points)
 - Analytical Procedure
 - Numerical Procedure
 - Experimental procedure
 - Data & Results (2 points)
 - Inputs
 - Outputs
 - Error Analysis
 - Discussion
 - Conclusion (1 point)
 - Future work
 - References (1 point)
 - Appendices (0.5 point)
 - Appendix-A
 - Appendix-B
 - Appendix-C
- List of Figures (Separate page)
- List of Tables (Separate page)

Instructions :

- 1.5 points for format, Title page, Grammar, explanations etc.
- All main sections or sub sections must be introduced.
- Every section must start in new page (highlighted with red color). All appendices also must be started in new page.
- All figures, tables and equations must be centered in page (centered with respect to the width of the page)
- All figure titles must be below the figure
- All table titles must be above the table
- All equations must be numbered (number must be at end of the page)

- All figures, tables and equations must be introduced (means provide few details) before.
- Figures, tables and equation must be between the paragraphs. **Not in line with the text.**
- All Equation must be typed (no images or pictures of equations are allowed)
- All titles of the images/tables must be typed (no copied titles are allowed)
- All figures must be labeled properly to make reader understand the information in the figure.
- Page numbers must be started from Introduction page.
- Page numbers for contents, list of figures and list of tables are not required.
- Whatever extra information regarding the document must be provided in the appendices.
- Information (like equations, calculations, tables, concepts required to explain the experiment must be in the body of the document (body of the document is from introduction to conclusion).
- Information taken from any source must be cited and put the source details in the references.
- References must be as per Chicago/APA/MLA format (refer the format style reference documents)
- Never mentions I/he/she etc.
- Text in figures must be readable. All figures must be clear (no blur/faded).
- Page numbers must be mentioned against the titles in the content/list of figures/list of tables.
- Entire text must be formatted with “Times New roman “with text height as 12 points.
- Margins must be consistent in all pages (recommended to use left-1”, right-0.5” , top-1” and bottom-1”).
- Recommended to use separate tables for different types of data.
- Use different appendices for different type of data. Don’t keep different type of data in same appendix sheet.
- All appendix sheets must be titled on tope of page just below the Appendix title.
- Maintain 1.5 space between lines and also between paragraphs.

Note:

- The information provided here for references purpose only. For more details and refer any documentation standards like ASME/IEEE/ Fresno state
- Attached Template is also for references only. It is recommended to follow any better format than provided .