

TECHNICAL REPORT FORMAT for 3.014

Note: Report should be 10-20 pgs, including figures. Consult Mayfield Handbook on-line for more detail on components of a technical report.

Title Page – title, author, course no. & instructors, partners, date

Abstract – One paragraph, single-spaced, < 150 words; include objectives, methodology, key results and conclusions

Acknowledgments – Placed between abstract and Table of Contents in a technical report

Table of Contents – include all sections and subsections w/ appropriate page numbers

List of Figures – provide on a separate page, include page numbers

List of Tables - provide on a separate page, include page numbers

Introduction – Present motivation, review of pertinent literature, objective, method of investigation, brief outline of remainder of paper.

Theory – Provide theoretical model with basic governing equations. Number equations in parentheses flush right. Reference appropriate sources. (You may or may not require a separate theory section.)

Materials and Methods – Provide schematic diagrams where appropriate. Organize experimental procedure in chronological order. Section should be sufficiently descriptive to allow duplication of the experiments, including make/model of instruments, materials suppliers, quantities used, instrument parameters, etc.

Results – Present only important results of your work, using a minimum number of figures and tables. All figures and tables must be described in the text and should generally be incorporated near/after their mention in the text.

Discussion – Provide interpretation of the results, compare with theory, discuss possible sources of error, how your results compare to previous work, etc.

Conclusions - Summarize results of study in terms of original motivation, and important conclusions from the work. Mention potential future work which could resolve any outstanding questions. Conclusions may also be incorporated at the end of the Discussion section.

References – Use full citations including titles of journal articles. (Consult Mayfield Handbook.) Should be placed after the body of the report. Avoid using web sites and unpublished notes as sources. If using numbered references, numbers should be according to chronological appearance in the text.

Appendices - Appendices may include derivations or tabulated data which you feel the reader should have access to, but are not appropriate for the body of the article.

Figures and Tables – Appear in the body of the report, soon after their mention in the text. Captions should be typed and numbered in order of appearance in text. Figure captions should be placed below each figure. Table headings go at the top of the table.