

# MECH 577 Optimum Design

## Guidelines on Report-Writing

October 1st, 2008

### Format

The Project Report must be typed, and a conventional font, of 10 to 12 characters per inch, must be used. Standard 8.5" × 11" paper must be used. Line spacing must be double, or 1.5. Margins should be such as to ensure that all text is clearly legible and does not risk being truncated by an off-centre photocopier. **Double-sided copies are strongly recommended!**

### Content

The report is to be divided in sections, subsections and subsubsections, as needed. The structure of the report is outlined below, in the order of appearance in the report:

- **Title:** Must be the same as that given in the project proposal.
- **Abstract:** A 100-word summary of the report, highlighting what was done, how this was done, and outlining the results.
- One to three main sections describing the work done by the student and the results obtained, with a proper discussion of the relevance of these results. Analysis of the problem at hand is essential.
- A brief section of **Conclusions**, discussing the main contributions of the project work.
- A concise List of References.

### Notes on Report Presentation

Important issues to observe in the presentation are listed below:

- **Include** a printout of the project statement as an Appendix. The instructor doesn't need it to mark your project, but you will need it for further reference.
- **Do not include** text or developments taken from the Lecture Notes, for this a) will take precious time and b) will be penalized in the *Presentation* part of the mark. If material from the Lecture Notes is needed, just mention the source in the form (Angeles, 2004) and list it in the *References* section.

- Pay special attention to the Reference Citation Format. Use only the “author(s)’s name(s), year” format. Mimic the format for books, journal papers and conference papers that is used in

<http://www.cim.mcgill.ca/rmsl/Index/index.htm>

At this website, look for “Publications” in the various categories (books, journal papers, conference papers, etc.) List of references must follow an alphabetical order by name of first author, **without numbering!**

- Pages must be numbered. Cross-referenced equations must be numbered, and so must be figures and tables. Every figure and every table must bear a caption.

### Mark Distribution

The report mark is distributed as: Technical Content, 2/3; Presentation, 1/3.

### References

Angeles, J., 2008, *Lecture Notes of MECH 577 Optimum Design*, Department of Mechanical Engineering, McGill University, Montreal, Canada.