

# ME 120 Executive Summary Guidelines

## Abstract

Answers the questions: "What did you do? How did you do it? What did you find?" with adequate specificity and no extra filler.

## Background and Objectives

Sufficient to get the reader up to speed. Clear and complete statement of objectives.

## Procedure/Apparatus and Experimental Results

Apparatus sufficiently described to enable another experimenter to identify the equipment needed to conduct the experiment. (i.e., model number, manufacturer, last cal. date, etc.)

Procedure sufficiently described so that another experimenter could duplicate the experiment.

Results adequately and specifically summarize experimental findings.

## Conclusions and Recommendations

Conclusions summarize the major findings from the experimental results with adequate specificity.

Recommendations appropriate in light of conclusions.

## Figures and Tables

Neatly drawn, properly titled, scale properly chosen, symbols defined, dimensions shown. Annotation (below the figure) has a figure number, descriptive title, and descriptive caption. If in landscape mode, top of figure is closest to the binding. Must be referred to in the report.

Tables must be clearly organized. Annotation (above the table) has a table number, descriptive title, and descriptive caption. If in landscape mode, top of table is closest to the binding. Must be referred to in the report.

## References

Complete and consistent bibliographic information that would enable the reader to find the reference of interest. All references must be referenced in the text. All non-original material must be properly cited.

## Appendices

Appropriate information, organized and annotated. Must be referred to in the report.

## Appearance

Title page is complete (descriptive title, entity for whom done, authors, date), page numbers applied, content is well organized, no orphaned headings, correct spelling and grammar, fonts are consistent, good visual appeal.