

Guideline for Writing M.S. Project Report

The following guidelines should be followed in preparing master project reports (unless your project advisor required you to use different style.) The style used should be generally similar to that of technical papers in the IEEE Transactions on Computers. The text should be double-spaced, 8.5x11 paper size with page margin of 1 inch for top, bottom, right and 1.25 inches for left. The volume should be bound professionally.

Title and Signature Page (cover page)

The project report cover page is on the last page of this guideline. You must use this cover page for your project report otherwise your report will be REJECTED by Graduate Project Coordinator.

Abstract

Abstract should not exceed 150 words and should briefly include the motivation, tasks, significance of the project, and the results obtained.

Acknowledgement (if required)

If you received significant assistance from someone, you may mention his (her) name here. If funds were provided to permit you to carry out your work, mention the name of the source. For example: "The research work described in this report was sponsored by the Air Force Office of Scientific Research, Directorate of Information Sciences, under Grant AF-AFORS-24-92."

Table of Contents

Use separate sheets. For example,

TABLE OF CONTENTS

I. Introduction	5
II. The Elliptical Graph	7
A. Definition of Elliptical Graph	9
B. Optimality of Graph Structure	14

Introduction

Lead readers into the subject. Discuss the motivation and need for the project, as well as the objective of the project. Present background information on the project, and review previous and current work in the subject area.

Report Contents

Break into major sections, each with its own heading, as required for good organization of the subject matter. Describe the actual work you have done. Present sufficient details so that readers can continue your work if necessary. Give derivations, design flow charts, algorithms, and/or schematics. Describe significant simulations, experiments, etc. If the project involves extensive software coding, present the design hierarchy by highlighting code segments or using pseudo code. Note that some derivations, complete software code, simulation data, or experimental data are best put in the appendices to prevent cluttering of the report.

Summary and Conclusion

This is a very important section. Carefully review what you have done and what your results have been. In particular, restate the significance of your project work. Discuss how your project could be extended.

References

The reference sources cited in this section should be in IEEE reference format. Example:

- [1] K. Z. Pekmestzi and G. D. Papadopoulos, "Cellular Two's Complement Serial-parallel Pipeline Multiplier," *Radio and Electronic Engineering*, Vol. 49, pp. 575-580, 1979.

Report format

- Use 8.5x11 papers. Set 1 inch margins for top, bottom, right, and 1.25 inches margin for left.
- The order of the Sections are: "Title and Signature" page, "Abstract" page, "Acknowledgement" page (if any), "Table of Contents" page, "List of Figures and Tables" page, then the Introduction ... Each section must start a new page
- The main report page number starts from the "Introduction" section and are continuously numbered through the references
- Number the page separately for the Appendices (A1, A2for Appendix A, B1, B2... for Appendix B..... etc.)
- Page numbers are at the bottom center of the page and use size 10
- Use "Time New Roman" or equivalent font, size 12, for the report body (starting from the Abstract page) with exceptions for equations, the command script files, outputs from the software tools/computers, etc.
- Use Courier New or equivalent font, size 10, for the command script files, outputs from the software tools/computers, etc.
- Except for the Signature/Cover page, all text in the report must be fully-justified and double-spaced.
- The abstract is to be in fully-justified italicized text.
- All printed material, including text, illustrations, and charts, must be kept within a print area of the page format, which is 6.25" (8.5" paper size with 1.25" left and 1" right margins)
- Start each paragraph with TAB
- Figures and tables must be numbered separately and capitalize only the first letter of the first word of each. For example: "Figure 1. Hardware block", "Table 1. Input test pattern". Figure captions are to be centered below the figures. Table titles are to be centered above the tables.
- The first-order headings, for example, "**1. Introduction**", must be boldface, initially capitalized, flush left. Use a period (".") after the heading number, not a colon.
- The second-order headings, for example, "2.1 Features" must be underlined, initially capitalized, flush left. Follow the same rule for third-order, fourth-order headings, etc (but more than second-order headings are discouraged).
- Use footnotes sparingly (or not at all!) and place them at the bottom of the page on which they are referenced. Use Times 10-point type, single-spaced.

Project Title

A Project Report Presented to
The faculty of the Department of Electrical Engineering
San José State University

In Partial Fulfillment of the Requirements for the Degree
Master of Science

By

First student full name & SJSU ID
Class number, section, and semester (example: EE297B Section 3, Spring 2016)
Email address and phone number

Second student full name (if 2-person team) & SJSU ID
Class number, section, and semester (example: EE297B Section 1, Spring 2016)
Email address and phone number

Department Approval

Dr. XXX (signature)
Project Advisor

Date

Dr. YYY (signature)
Graduate Project Coordinator

Date

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