

MATE 580: Formatting Guideline for TERM PAPERS

- Prepare **Written Documents** according to the following formatting guidelines:
 1. Cover Page – Title, Name, Course #, Date etc.
 2. Abstract – 150-200 words.
 3. Introduction – set the scene for what will follow.
 4. Background – technical information relevant to the main topic of the paper
 5. Main Body – the heart of the paper. Present information on all the aspects of the topic selected. Break into sub-sections if necessary 5.1, 5.2, 5.2.1 etc.
 6. Discussion, Summary and Conclusions – don't be afraid to critique published work.
 7. References
 8. Tables
 9. Figures
 10. Appendices (if applicable)

Your report should not exceed twenty (20) pages - including Tables, Figures and Appendices.

NOTES:

- Use 12-point Font, Times or Times New Roman; one-and-a-half spaced; with one-inch margins.
- Spell and grammar check your document.
- Tables should be numbered as follows: Table I, Table II, etc.
- Figures should be numbered as follows: Figure 1, Figure 2, etc.
- Each Table and Figure must have its own title and caption, respectively. Table titles should be placed immediately **above** the table and Figure captions should be placed immediately **below** the figure to which they refer.
- Use high quality graphics, and reference appropriately any that you did *not* draw yourself. Sometimes it is better to draw your own schematic to illustrate a point rather than use a less than perfect graphic taken from a paper, book or other source.
- References: Number references consecutively throughout the text. If a reference is repeated, it should retain its original reference number.
- Each Reference must include the author(s) names, the article title, journal name, volume, inclusive pages and year of publication.
- For books, include the title, publisher, edition, Editor (if applicable), date and location of publication.

Some examples:

Journal Citations:

L. Arnberg, "Influence of Slag Particles on the Mechanical Properties of a P/M High Speed Steel," *Int. J. Powder Metall.*, **24** (3), pp. 203-2xx, (1988).

Books:

R. M. German, *Powder Metallurgy Science*, 2nd Edition, Metal Powder Industries Federation (MPIF), Princeton, NJ, (1984).

Articles in Books/Conference Proceedings:

A. L. Moran and W. A. Palko, "Alloy 625 Piping Produced Via Near-Net-Shape Processing," *Modern Developments in P/M*, Vol. 19, 1988, compiled by P. U. Gummeson, Metal Powder Industries Federation, Princeton, NJ, pp. 503.