

## **EECE 301 English Assignment Requirements**

Students are strongly recommended to have successfully completed APSC 201 before enrolling in EECE 301. In addition to all other course requirements, EECE 301 requires 3 writing assignments: a Formal Report Proposal, a Report Draft and a Final Technical Report. The report is investigative, based on library research (journals, periodicals, internet etc.) and approximately 5000 words in length.

The English portion of the course grade comprises 25 % of the overall grade. The proposals and technical reports will be separately marked for technical content.

The marking criteria for these assignments includes, but is not limited to, the following:

- Organization and integration of content
- Clarity and logic of headings
- Clarity and cohesion of style
- Correctness of sentence structure
- Correctness of grammar, spelling and punctuation
- Formatting of assignment
- Formatting of graphics
- Accuracy and completeness of citations

An assignment so weak in the above criteria that it would not pass APSC 201 will receive a failing grade.

## Final Technical Report

The final report should be an in depth investigation of a specific topic in nanotechnology and have an appropriate level of technical content. It MUST contain in-text citations and a minimum of 3 graphics (figures and/or tables).

## GUIDELINES for the FINAL REPORT

Both the Technical and the English Course Coordinators are the audience for your report. The sections of the report are as follows:

- Front Matter
- Introduction
- Middle Sections, each with its own primary heading
- Conclusion
- End Matter

### Report Front Matter

- Letter of Transmittal
- Title Page
- Abstract
- Table of Contents
- List of Illustrations
- Glossary\*
- List of Abbreviations\*
- List of Symbols\*

*\* if necessary*

### Report Introduction:

The Introduction to your report should be written in paragraphs, without subheadings. You should include the following information in the following order:

**Statement of purpose:** often a re-working of your title in which you clearly define the problem you are investigating; i.e: "This report investigates...."

**Significance:** explain why the problem is worth investigating.

**Background:** explain any necessary history that helps put your topic in context.

**Data base:** explain how you investigated your topic.

**Scope:** explain the parameters of your investigation. What constraints did you face? What factors did you consider? What information do you include and NOT include in the Final Report?

**Forecast:** this is ALWAYS the concluding sentence of your Introduction because it serves as a road map for the reader of what is to come; ie: "This report divides into the following primary sections...(list them in order).

### **Report Middle Sections:**

These sections present the information of your investigation. Use primary and secondary division to organize your information so that it makes logical sense to your reader and give each section its own heading. You may use tertiary sub-division if you wish to, but it generally isn't necessary.

### **Report Conclusion:**

The Conclusion summarizes the information presented in the report. It **MUST NOT** contain new information that you have not previously discussed. Limit the Conclusion to a few short paragraphs with a bulleted list of your most important points.

### **Report End Matter:**

Your references are listed after the Conclusion in order of their appearance in the text, under the heading "List of Citations". The standard IEEE format is as follows:

Each reference in your report is assigned a number upon first citation; this number is re-used for any subsequent citation of the same reference. Place your citation numbers in-line in the text; enclose the number in square brackets; i.e., [1]. Your citations are thus numbered sequentially throughout your report; your List of Citations follows this sequence but omits any repetition due to "subsequent use". For example, your report's in-text citations could run 1, 2, 2, 3, 4, 1, 4, 5, while the List of Citations would simply contain these five references beginning with number 1.

### **Use the standard IEEE format for in-text citations and the reference list (see examples below).**

A direct quote should be enclosed in quotation marks followed by the citation. Quotation marks acknowledge that the text uses the author's exact original words.

The following examples show plagiarism because the direct quotations and borrowed ideas are not cited.

#### *Original text:*

The devices and integrated systems using BioMEMS are also known as lab-on-a-chip and micro-total analysis systems (micro-TAS or  $\mu$ TAS). The word is now used very broadly and devices which do not have any electro-mechanical components, such as DNA and protein arrays (described briefly in the following sections), are also sometimes categorized under BioMEMS.

*from:* R. Bashir, "BioMEMS: state-of-the-art in detection, opportunities and prospects," *Advanced Drug Delivery Reviews*, vol. 56, pp. 1565-1586, 2004.

#### *Example 1: Plagiarism using a direct quote – no quotation marks, no citation:*

The devices and integrated systems using BioMEMS are also known as lab-on-a-chip and micro-total analysis systems (micro-TAS or  $\mu$ TAS). The word is now used very broadly and devices which do not have any electro-mechanical components, such as DNA and protein arrays, are also sometimes categorized under BioMEMS.

*Example 2: Plagiarism using a direct quote – quotation marks, no citation:*

“The devices and integrated systems using BioMEMS are also known as lab-on-a-chip and micro-total analysis systems (micro-TAS or  $\mu$ TAS). The word is now used very broadly and devices which do not have any electro-mechanical components, such as DNA and protein arrays, are also sometimes categorized under BioMEMS.”

*Example 3: Correct citation*

“The devices and integrated systems using BioMEMS are also known as lab-on-a-chip and micro-total analysis systems (micro-TAS or  $\mu$ TAS). The word is now used very broadly and devices which do not have any electro-mechanical components, such as DNA and protein arrays [...], are also sometimes categorized under BioMEMS” [1].

**Direct copy-and-pasting of entire paragraphs, even using quotation marks, is not recommended. While credit has been given to the original source, excessive direct quotation of various styles and language will break the flow of the report.**

Review papers often include summaries of entire papers presenting experimental work. These short summaries comprising a few sentences may highlight the methods, results, or significance of the work. Such summaries must also cite the original work.

A borrowed idea, a form of paraphrasing, should be followed by the citation.

*Example 4: Plagiarism using a borrowed idea – paraphrasing with no citation:*

BioMEMS are also called lab-on-a-chip or micro-total analysis systems. The term BioMEMS covers a wide range of devices, even those which do not have any electro-mechanical components.

*Example 5: Correct citation*

BioMEMS are also called lab-on-a-chip or micro-total analysis systems. The term BioMEMS covers a wide range of devices, even those which do not have any electro-mechanical components [1].

Examples of proper citations include:

- R. Bashir, "BioMEMS: state-of-the-art in detection, opportunities and prospects," *Advanced Drug Delivery Reviews*, vol. 56, pp. 1565-1586, 2004.
- T. M. Squires and S. R. Quake, "Microfluidics: Fluid physics at the nanoliter scale," *Reviews of Modern Physics*, vol. 77, pp. 977-1026, 2005.
- K. D. Wise, D. J. Anderson, J. F. Hetke, D. R. Kipke, and K. Najafi, "Wireless implantable microsystems: high-density electronic interfaces to the nervous system," *Proceedings of the IEEE*, vol. 92, pp. 76-97, 2004.
- J. D. Weiland, W. Liu, and M. S. Humayun, "Retinal Prosthesis," *Annual Review of Biomedical Engineering*, vol. 7, pp. 361-401, 2005.

Be careful in using web sites as references, as their material and addresses change quite often. Use only established sites, and check them before you submit your report.

**Wikipedia is an openly editable work and is not considered to be an appropriate reference for this report.**

Your report can contain appendices, made up of technical material, tables, figures, etc., that are too detailed to place in the main body of the report. Using appendices can improve the continuity of the body of the report by omitting material that is not needed for immediate understanding.

### **Report Formatting:**

Your report must be properly bound or securely contained in a duotang folder and conform to the following:

- Print on one side of the page only
- Use a 12-point font
- Do not indent paragraphs; double space between lines; triple space between paragraphs
- Place page numbers at the bottom center of the page
- Paginate consecutively, using roman numerals for the front matter and Arabic numerals for the main text, e.g.:
  - Letter of Transmittal: no number
  - Title Page: counts as Page i, but don't type this on the page
  - Abstract: ii
  - Table of Contents: iii
  - List of Illustrations: iv (unless TOC is more than one page)
  - Glossary: v
  - List of Abbreviations: vi
  - Introduction: 1
  
- Begin each primary section on a new page
- Begin each primary heading 4 cm (1.5 inch) from the top of the page
- Headings:
  - Primary: all capitals, centered
  - Secondary: main words only capitalized; at left margin, underlined
  - Tertiary: main words only capitalized; at the left margin
  - Use bolding at your discretion, but avoid visual clutter
  - Triple space between all headings and the text they introduce
  - Number all your headings
  
- Leave a 2.5 cm (1 inch) margin at the right of the page and at the bottom. Leave a 4 cm (1.5 inch) margin at the left of the page to accommodate the cover.

### **PLAGIARISM:**

The act of copying other people's written items without proper referencing is considered to be plagiarism. If such an act is noticed by the supervisors, it may result in disciplinary action such as: significantly reducing both the technical and English marks for the report, having to rewrite the report, or failing the course.