



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Guidelines for Report/Assignment Submission

Please note the following guidelines pertain to submissions of reports and assignments within the School of Engineering.

Please use the following settings unless you receive alternative instructions from academic staff.

File Name Conventions

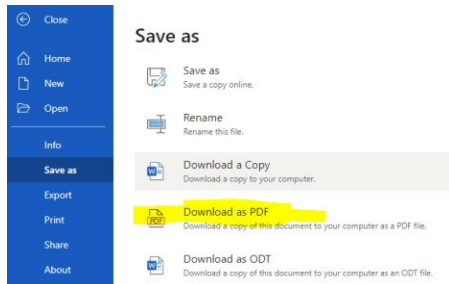
When naming a file for submission, please use the following convention:

Module code_Student Name and ID_Assignment Name

e.g. CE227_Jane Jones_ID2234567_Lab 1 Report

File Type

Please upload files as PDF files (in Word Online, use the option to Save as pdf)



Recommended Sections:

School of Engineering Report/Assignment Cover Page

Table of Contents

Title

Abstract

1. Introduction (Background, objectives, hypothesis, etc.)
2. Methods or Design (Methods, equipment, materials, etc.)

3. **Results** (Presentation and analysis of results)
4. **Discussion**
5. **Conclusions**

References (Standard referencing style: APA, Harvard or Vancouver)

Appendices

Recommended document format:

Font types: "Times New Roman" or "Calibri", 11-pt or 12-pt.

Page layout: Normal margins, 1.15 Line spacing.

Page numbers must be included. Headers and Footers are optional.

Referencing style: Essential to use a standard referencing style (APA, Harvard or Vancouver).

Equations

Equations should be numbered using the format shown in the following example:

$$\Psi = \frac{1}{2} \mathbf{C} : \mathbf{E} : \mathbf{E}$$

Figures and Tables

Figures (and Tables) should use the format shown in the following example:



Fig. 1: An example figure showing the Alice Perry Engineering Building

"X-Y" plots should be clearly labelled, including axes labels with units and a legend that clearly identifies and distinguishes different data sets.