

General on the format of the reports for projects

Document your findings in a written report that clearly shows your assumptions, model features and results. Try to keep it short and concise without leaving out any essential information. Make sure that a qualified reader (i.e. with basic engineering knowledge) can understand. Don't spend too much text on basic theory. It is assumed to be known. Focus on your results and how you obtained them. A report often follow the IMRAD structure:

- Introduction (Describe and introduce the problem)
- Material and Method (Describe the set-up, how the problem has been solved and all assumptions. Section usually called FE-Model or similar)
- Results (Present all results)
- and
- Discussion (Discussion and conclusions)

add a cover page and, if needed, appendices with code, measured data, etc.

The basic rule is that there is enough information in the report that a reader should be able to redo everything and get the same results.

The choice of fonts is a matter of taste but choose a font that is easy to read e.g. 11 or 12 pt Times Roman or similar.

Concerning how to structure the text; for a short text it is good to use two levels, being *sections* and *subsections*. It is shown here by using the Pythagorean Theorem as an example.

Example: Sections and subsections:

2. The Pythagorean Theorem

It has long been of interest to determine the length of the sides in a triangle ...

2.1 A triangle with a right angle

A right triangle has a simple relationship between its side lengths ...

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Moreover, it is nice to be systematic when referring to *equations*, *figures*, and *literature*. See the examples below:

Example: Equations:

Side lengths are connected as

$$c^2=a^2+b^2 \quad \dots (3)$$

with a , b , and c being the

According to Eq. (3) it is found that ...

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The variables used are usually written in *italics* matrices in bold making it easy to separate a variable and matrix from the text. Equations you refer to should be numbered. However, intermediate equations not being referred to in the text, need not be numbered.

Example: Figures:

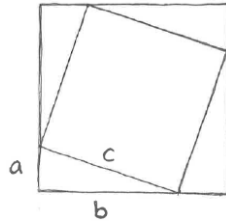


Fig.6 Use of two squares for the proof of the theorem.

The areas defined by the squares and triangles in Figure 6 can be used to prove the validity of Eq. (3).

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The figure text is often written in *italics* and sometimes with a smaller font too. It looks nice if the fonts in the figure are of about the same size as the fonts in the figure text.

Example: Literature:

According to Section 2.1 the relationship originally proposed by Pythagoras [2] was shown to be ...

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In the reference list the style varies, but it contains information about the author, the text source (i.e. book or journal), and the year it was published. It can be written as

Example: Literature cont.:

References

[1]

[2] Pythagoras, *A relationship for triangles*, <source>, <date>

[3]

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