**Final Project Report Guidelines**

Applied Master’s Program

Materials Science and Engineering

University of Washington

This document outlines the general recommendations for writing the final project report for the Applied Masters Program (AMP) of MSE. This report will be the same for students that have completed projects with faculty or that have engaged in an internship and conducted their projects at a company. Overall, the report should be approximately 25 pages of text, which may include figures and tables, but excludes references. This is a guideline only and should be used in addition to any recommendations received from the primary advisor.

**Note**: The project report is a professional document that accompanies the presentation. It should be sent to the committee members for review at least one week (7 days) from the expected date of presentation. The document must be completed, and a draft approved by the advisor, before it is sent to the committee members. The presentation should not be scheduled until the project report has been written.

Title of Manuscript

By: Student Author

Materials Science and Engineering

University of Washington

Supervisor (or Supervisors):

**Abstract** – (11 point font minimum, 1.5x line spacing, 500 words max)

**Body of Paper**

Body text should be double -spaced and 11 point font minimum. Of the approximate 25 pages of text, the following allocation provides a general guideline for the distribution:

Introduction, background, and motivation - 8 Pages

Methods, Results, and Discussion - 12 to 15 pages

Conclusions and Future work - 3 to 5 pages

Please use the following format or equivalent:

1. Introduction

2. First-Order Heading

((Main Text Paragraphs. Please make the first introduction of a table or figure item bold **(e.g. Fig. 1)**. Figures and tables should be inserted in the same page where they are first cited or at the end of the document. Equations should be inserted using Equation Editor, not as graphics, and should be set in the main text as shown below.

((Equation)) (1)

References can be placed in brackets at the end of the sentence or superscript after the punctuation of the sentence as shown in the following [1,2].[1,2]

Please define all acronyms except IR, UV, NMR, and DNA or RNA

2.1. Second-Order Heading

2.1.1. Third-Order Heading

((Number)). Conclusions

Acknowledgements

**References**

[1] ((Reference 1, Example for Journals: a) A. Author, B. Coauthor, *Adv. Mater.* **2006**, *18*, 1; b) A. Author, B. Coauthor, *Adv. Funct. Mater.* **2006**, *16*, 1.))

[2] ((Reference 2: Example for Books: J. W. Grate, G. C. Frye, in *Sensors Update*, Vol. 2 (Eds: H. Baltes, W. Göpel, J. Hesse), Wiley-VCH, Weinheim, Germany **1996**, Ch. 2.))

[3] …((Please include all authors, and do not use 'et al.'))

((Insert Figure here. Note: Please do not combine figure and caption in a textbox or frame))

**Figure 1.** ((Figure Caption.)) Reproduced with permission from [ref. no.]. Copyright Year Publisher. (delete if not applicable)

**Table 1.** ((Table Caption. Note: Please do not combine table and caption in a textbox or frame))

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Head 1 [units] [a] | Head 2 | Head 3[b] | Head 4[c] | Head 5 [units] |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |

[a] ((Table Footnote.)) [b] …