GUIDELINES FOR WRITING LAB REPORT

▸ Text font size should be 12.

▸ Font type should be Arial, Cambria, Times New Roman, Calibri, Garamond and Bookman Old Style.

▸ Heading size should be 14 and bold.

▸ The page numbers should be mentioned compulsorily at the right bottom of each page.

▸ The text should be justified.

▸ Line spacing should be 1.5.

▸ Avoid hyphenation at the end of a line.

▸ Symbols denoting vectors and matrices should be indicated in bold type.

▸ **Figures: -** All figures should be numbered with Arabic numerals (1.1, 2.1,..., n.1). All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately. Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figure number and caption should be typed below the illustration in 11pt and center justified.
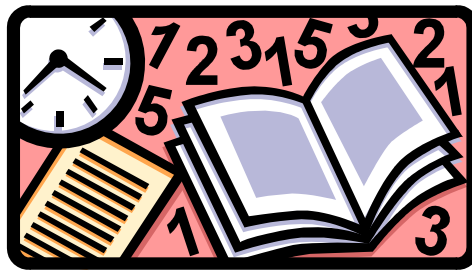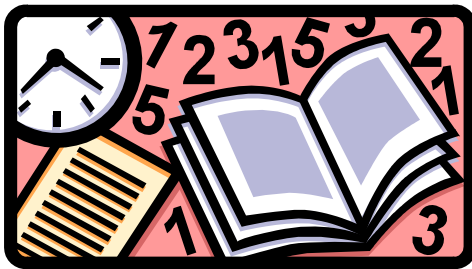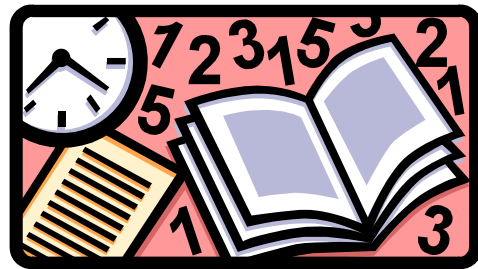
Figure 1.1: Figure style [1]

(a)   (b)

Figure 1.1: (a) First picture; (b) Second picture [1]

▸ **Tables: -** All tables should be numbered with Arabic numerals (1.1, 2.1,..., n.1) based on experiment numbers. Captions should be placed above tables, center justified. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table.

Table 1.1: Variation of drag force with the velocity of an object [2]

- **Equations: -** Equations and formulae should be typed in "Equation Editor" and numbered consecutively with Arabic numerals (based on experiment number) in parentheses on the right hand side of the page. Equation must be insert in the left cell while equation number in right cell, as shown in Eq.(1). After writing equation, make table lines hidden.

$E = mc^2$	(1.1)

After writing equation, hide the border of table.

$$E = mc^2 \qquad\qquad (1.1)$$