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**Majmaah University  
College of Engineering  
Electrical Engineering Department**

**REPORT TYPE**

**REPORT TITLE**

**Arial (24 points, Boldface) and**

**No More Than Three Lines**

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By:

|  |  |
| --- | --- |
| Student Name: | student ID: |

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| Course Name: , Code: |
| Academic Year : |
| Semester : |

Submitted to

Professor Name

Date: day/month/year

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7. **Introduction**

Headings are Arial, 14 points, flush left, and boldfaced. Use initial capitals. The typeface given here for the text portion of this report is Times New Roman, 12 points, single spacing.

Indent all paragraphs. Also, you may place 6 points between paragraphs.

The introduction is a background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

1. **Second Major Heading**

To preserve hierarchy, allot three lines skips before the heading and two lines skips after. At least one paragraph should follow a heading before a subheading exists.

* 1. **First Subheading**

Subheadings should be 12 points and boldfaced. Insert two lines skips before the sub-subheading and a one line skip after. Use initial capitals. Note that subheadings are typically listed in the Table of Contents. Be conservative with subheadings in a report Rather than having sub-subheadings, which would be a third-level, have your paragraphs show the arrangement of your ideas. If you have one sub-subheading, you must have a second. Otherwise, the first sub-subheading has nothing to be parallel with.

* 1. **Second Subheading**

Another formatting consideration concerns the incorporation of figures and tables. Shown in Figure 1 is a common format that serves reports well. Following standard convention, the formal introduction of Figure 1 occurred in the text before the figure appeared.

A screenshot of a social media post

Description generated with very high confidence

**Figure 1:** Title of figure in 11 points type beneath the illustration

Tables are presented in a different fashion. For instance, Table 1 presents an example. The heading for the table goes above and is 11 points. The heading is a single phrase. If there are unusual details, those are explained in footnotes beneath the table. Note each line skip above and below that separates each illustration and its caption (or heading) from the text.

**Table 1**: Title of table in 11 points type above the illustration

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1. **Conclusions**

This section summarizes the document and provides closure. In this section, a good idea is to use your last sentence to emphasize an important detail or result in the report.

1. References

* Andrew Renton, et. Al, (2012), “*Interactive Radar Demonstration for children*”, Massachusetts Institute of Technology Lincoln Labs.

<http://www.egr.msu.edu/classes/ece480/capstone/spring12/group05/index.html>

* Kagan, S. (2015), “*The Physics of Radar Guns*”, The HardBall times.

<http://www.fangraphs.com/tht/the-physics-of-radar-guns/>

* Sadiku, Matthew, (2014), “Elements of Electromagnetics”, New York: Oxford University Press, 6th edition, ISBN-13: 978-0199321384.

1. Appendix A: Title of Appendix A

Titles of appendices are 14 points, flush left, and boldfaced. Illustrations in this appendix are labeled Figure A-1, Figure A-2, Table A-1, Table A-2, and so forth. Note that each appendix begins on a new page. Also note that each appendix should be introduced somewhere in the text portion of the report.