

FIGURES AND TABLES

- Technical Reports only contain Figures and Tables.
 - Refer to graphs, photos, illustrations, ... as figures.
 - Figures and tables should not be hand sketched.
- Figures and tables should be used to supplement the discussion not replace it.
 - Always introduce a figure or table in the text.
 - Discuss the meaning and significance of the figure or table.
 - Be sure to highlight the fine points and structure.
 - Never place a figure or table in the text that is not discussed.
- Graphs
 - Scales on similar "x-y" graphs should be the same.
 - Minimize the "junk to data ink" ratio, e.g., gridlines and superfluous decimal places are junk and do not add anything to the graph.
 - Do not use colors as they do not copy well with grayscale copiers.
 - Do not make your reader solve the mystery of a graph legend.
- Figures and tables can be located in the body of the text.
 - Figures must appear after they are introduced in the text.
 - Text wrapping is left to the discretion of the author.
 - If a group of figures takes up too much space, locate them in an appendix.
- Figures and tables can be located at the end of the text.
 - It is sometimes appropriate to locate all figures at the end of the text.
- Figure titles and numbering.
 - Figures should be numbered consecutively in the report (1,2,3...).
 - Figures should include a descriptive title located directly below the figure.
 - The title should be a complete sentence.
 - The title should fully explain the context of the figure.
- Table titles and numbers
 - Tables should be numbered consecutively in the report (1, 2, 3...).
 - Tables should include a descriptive title located directly below the table.

FORMAT

- Start each section with a summary of what will be discussed.
- End each section with a summary of what was discussed and an introduction to the next section.
- Always write general to specific in each section.
- Avoid the temptation to write chronologically.
- You are telling a story to the reader, make sure the progression is logical.
- You are not telling a joke: give up the punch line in the first sentence of paragraphs.
- Number each page consecutively.
- Use section and subsections.