

Notes on Style

Ranga Rodrigo

January 20, 2009

Version 0.01

Abstract

There are a few style-related and other items that are important. I list them in this document. Please use them when you write reports, and theses.

1 Typographical Software

If you are supervised by me, I will require you to use \LaTeX to write your document.

2 References

If you quote material from other sources such as websites and books, you must use quotation marks and cite the source. If you do not directly quote (you got the idea from a source but wrote on your own), you must cite the source.

3 Structure

Here is a good structure for your document.

1. Title page
2. Abstract
3. Acknowledgement
4. Table of contents
5. List of figures
6. List of tables
7. Notation
8. Introduction
9. Literature
10. Material and methods
11. Results

- 12. Conclusion
- 13. Appendices
- 14. Bibliography
- 15. Glossary

Until item 7, you should use roman numerals for page numbering, and arabic numerals thereafter. You may choose to add more chapters in between items from 8 to 12.

4 Style

Our English usage must be correct. Please read Strunk and White [Strunk Jr et al. \[1979\]](http://www.crockford.com/wrrld/style1.html) (the 1918 version is available online <http://www.crockford.com/wrrld/style1.html>). You should read the supplement by Norden as well: <http://faculty.vassar.edu/brvannor/supplement.html>. If you are really in to this, you should refer to *The Chicago Manual of Style*.

Here are some general points:

1. Number the chapters, sections, subsections, equations, figure, theorems, etc. \LaTeX will automatically number them for you. This applies to items 8 to 12. Appendices must be numbered as A, B and so on.
2. Use title-case for all titles, e.g., “Notes on Style”.
3. Give self-explanatory captions for figures and tables. These must be referred to within the text.
4. Format your bibliography and citations according to an accepted standard. \BIBTeX will automatically do this for you.
5. Avoid passive voice.

5 Length

The length, of course, depends on your work. Here are some rough numbers¹.

	Number of Pages	Number of Good References
Final-year project report (four-student group)	100	40
One-year full-time master’s research	100	80

References

William Strunk Jr, , and E. B. White. *The Elements of Style*. Macmillan, third edition, 1979.

¹This excludes abstract to notation.