Assignment Title

by

First and Last Name

An Assignment

Submitted in Partial Fulfillment of the

Requirements for CE ###

Course Title

Department of Civil and Environmental Engineering

Christian Brothers University

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OBJECTIVE

The objective of this document is to give civil engineering students at Christian Brothers University guidelines on formal, technical writing practices.

INTRODUCTION

All technical documents should include “Objective”, “Introduction”, “Conclusions” and “References” sections. The text body should be written in passive voice, unless otherwise noted. First and second person terms, such as “I”, “we”, “our”, “us”, or “you” should not be used in technical writing, unless explicit permission has been given. Section headings should be in all capital letters. All text should be typed using Times New Roman, 12 point font and should be double-spaced. The body of the text should be full-justified. That is, the text at the right margin should not be jagged. The top, bottom, left and right margins should be set to one inch. Paragraph indentions should be 0.5 inches from the left margin. Page numbers should either be in the footer, center justified, or should be in the header, right justified. Page numbers should be in Times New Roman, 12 point font. The title page should not be numbered. References should conform to either MLA or ASCE specifications. Equations should be numbered consecutively within parentheses and positioned flush with right margin. A convenient way to format equations can be accomplished by inserting a two-column, one-row table. Type the equation in the left cell and the equation number in the right cell. Center the equation in the left cell and reduce the width of the right cell. Last, turn off the borders of the table. All equations should be mentioned in the body of the text prior to the appearance of the equation. Equation (1) gives the equation of a circle.

\[ A = \pi r^2 \]  

(1)

Tables should be embedded within the text and should be center justified. Times New Roman, 12 point font should be used in all tables and a title should be above the table. Appropriate
units should be included in all tables. Numerate the tables in sequence as they are introduced. Table labels should have a period after the table number. Tables should be called out in the body of the text prior to their appearance. Ensure that tables are not split between multiple pages. Table 1 shows an example of a table for a grocery list.

Table 1. Example Table for a Grocery List

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
<th>Unit Cost ($/unit)</th>
<th>Bulk Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples</td>
<td>5</td>
<td>0.75</td>
<td>3.75</td>
</tr>
<tr>
<td>Steak</td>
<td>2</td>
<td>7.00</td>
<td>14.00</td>
</tr>
<tr>
<td>Gallon of Milk</td>
<td>1</td>
<td>1.50</td>
<td>1.50</td>
</tr>
</tbody>
</table>

Figures include photographs, graphs, charts, and other graphics that are not in a tabular form. Paste figures directly into the text at the appropriate places where mentioned and add a caption beneath the figure. Figure labels should have a period after the figure number. Figures should be called out in the body of the text prior to their appearance. Figure 1 shows an example of a figure for quadratic data being plotted. Leave one line space between headings and text, as well as tables and figures. Arrange the paper layout so that the figures, text, graphics, and photos all look nice and balanced.

Figure 1. Example Figure showing Quadratic Data
CONCLUSIONS

A nice paper has been prepared using the Christian Brothers University, Department of Civil and Environmental Engineering formatting guidelines. In the references, a hanging paragraph format is used with 7.6 mm (0.3”) offset. References should be single-spaced within a reference and double-spaced between references. References that are listed in the reference section should be mentioned at least once in the text body. For example, the references used in this document are involved with geotechnical engineering. Brown and Vinson (2006) performed research on the stiffness parameters for Aeolian soils. Cimponella and Rubertsen (1999) discussed common problems with conventional testing.

ACKNOWLEDGMENTS

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REFERENCES
