

## Advanced Methods I • APMA 900 • Guidelines for Written Reports

### **Basic Principles:**

- the point of written work is to communicate ideas to the reader.
- the quality of this communication also reflects on your level of understanding.
  
- in evaluating your own work, focus on: clarity, conciseness & correctness.
- clarity: well-designed notation & graphics, organization around key ideas, annotated plots . . .
- conciseness: streamlined presentation, elimination of unilluminating algebraic steps, . . .
- correctness: need I say more?, identification of simple checks, . . .

### **Hints & Tips:**

- work must be legible.
- consider your colleagues to be the target readership. Have them proofread some of your work.
- elementary steps should not be shown, use a written description instead (eg. *... solving this linear system in  $x$  and  $y$  gives ...*).
- reference text & lecture notes to clarify your approach.
- acknowledge collaboration, hints or assistance from colleagues.
- label figures completely, identify the important features (don't leave it to the reader to find). You may write directly on your plots.
- for computations, state all necessary equations & parameters (the reader should be able to reproduce it).
- close your write-up with a statement of what was learned from working the problem.