

Project Kontext 1

Review 2

Team 76

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Ecodesign to analyse and develop a sustainable Nespresso coffee maker

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Layout

Table of contents appears on its own page.

It should have large line-spacing (e.g. 2.0).

The heading structure for larger reports can consist of several levels. Only two or three levels appear in the table of contents.

Use **bold** font to highlight main titles and number them (Arabic numerals).

Note that the lists of tables and figures and references are not considered as chapters and are usually not allocated chapter numbers.

Subtitles are indented and have smaller font size. Number them according to main titles. There must be at least two subheadings in each main chapter.

The 'table of contents' is not part of the table of contents and is not numbered.

1. Layout of scientific texts

The basic format of a written document should be sorted out before you start writing and follow design principles such as *balance*, *placement* and *consistency*. Balance refers to how the elements on each page are aligned (symmetrical or unsymmetrical). Placement is the location of the elements on a page, e.g. tables should be above or below their accompanying text. A consistent design helps the reader to easily navigate through a document: it also conveys a sense of competence.

This page shows how to create a document for scientific reports at Lucerne University, School of Engineering & Architecture (HSLU). Use this also for your review documents.

Basically: Use single sided print for your final report. They must be bound (spiral-bound, or glued) and protected either by a carton or plastic sheet.

1.1 Page layout

Create the layout of your document. Choose a margin of 2 to 3 cm. Often the left side takes a margin of 3 cm, the right side a margin of 2.5 cm. This leaves space for corrections and the final binding.

Create page numbers. Leave space between paragraphs. Note that a paragraph consists of between 2 and 11 lines. Otherwise your text seems either very thin or too compact and thus not reader friendly.

Create Headers and footers. They are used for the page numbers, and can include shortened report title.

1.2 Headings and subheadings

Headings and subheadings determine the organization of your document. Format them in a consistent manner.

1.3 Fonts and font sizes

Determine fonts of the document. Serif body fonts such as “Times New Roman” are suitable for the main parts of printed text because they are easy to read. Arial is a popular sans-serif font. Sans-serif fonts are suitable for headings and subheadings and online texts as well as legends/captions of figures and tables.

Choose line-spacing of 1.3 to 1.5 pts. for the main text. Single spacing is good for tables and footnotes. The font-size of the main text is ideally 11 to 12 pts. Headings should be at least 2pts larger than the next subtitle (14-16 pts). Legends/ captions or footnotes are at least 1 to 2 pts smaller.

2. Layout of visual material

Scientific reports contain tables and figures, which must be well integrated into the document.

2.1 Integrating tables

Tables are suitable to give an overview of information. They order facts and make them easily accessible.

However, tables do not speak for themselves but must be integrated into the main text. In order to make clear reference to a table (or figure), tables are always numbered and have a title. The source is indicated if the information is adapted from another author.

Table 1: Standard table with title

Steps to create a table		
1	Create a table	Insert tab /table icon/lines and columns
2	Choose table font	Usually a sans serif font such as Helvetica or Verdana
3	Format	Activate table with right mouse click.

Do not forget to format your table to determine space between. You can do this with a right mouse click (see table 1). Font size should be 2 pt smaller than the main text (8-10 pt); a sans-serif font separates it better from the accompanying text.

2.2 Integrating figures

Figures are another way to organise facts visually. They also must be numbered and require a title, which is both located below the figure. Figure 1 below was created by using the table as a layout support.

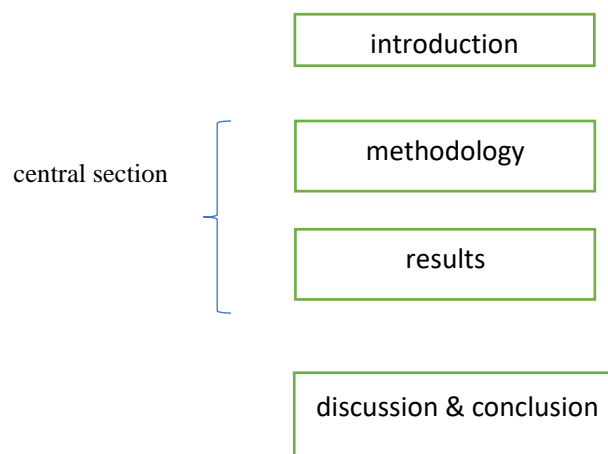


Figure 1: The IMRAD structure of scientific reports (adapted from Dietrichs, 2018)

Sources of tables and figures are listed in the list of references at the end of the document. In addition to this, tables and figures are listed in a separate list of tables, list of figures. This is similar to the table of content and is either placed after the table of content or before the list of references.

These are the main guidelines to create a document at HSLU that consists of several pages. There is room for creativity such as using colour or other graphic means for emphasis as long as they do not impede clarity and readability.

3. Typical structure of Kontext 1 review documents

This is a suggested structure of your review documents. Since some review submissions have a limited page number, you do not always have to start main chapters on a new page.

Title page

Table of contents

File note of previous review

1. Introduction
2. Main part chapters and subchapters (depending on review)
3. Conclusion

References (if required)

Appendix (if required)

List of figures

Figure 1: The IMRAD structure of scientific reports p. 4

List of tables

Table 1: Standard table with title p.4

List of references

Dietrichs, I. (2018). Academic writing in a Swiss university context. Hochschule Luzern, Technik & Architektur.