

CHECKLIST FOR EEE499 PROJECT REPORTS

<i>Make sure that all answers are YES.</i>	YES	NO
REPORT FORMAT		
Is the report written in the required font style and size?		
Is the report written with correct margins?		
Is the report written in the correct paragraph format (spacing, layout, tabs, etc.)?		
Are the pages properly numbered?		
Are the Tables correctly formatted and referred to in the text?		
Are the Figures correctly formatted and referred to in the text?		
Are the Table titles and Figure captions in required format?		
Are the Figure legends readable?		
GRAMMAR AND TYPING		
Is the report free from grammatical errors?		
Is the report free from typing errors?		
Is the use of technical English accurate?		
Is the report free from copied and pasted material (check with Turnitin)?		
REPORT ORGANIZATION		
Does the report have a proper Title Page in required format?		
Does the report have a proper Abstract and Özet in required format?		
Does the report have Acknowledgements in required format?		
Does the report have a proper Table of Contents in required format?		
Does the report have a proper List of Tables in required format?		
Does the report have a proper List of Figures in required format?		
Does the report have a proper List of Symbols in required format?		
Are Chapters, Sections and Subsections appropriate?		
Does the report have an Introduction chapter?		
Does the report have a Conclusion chapter?		
Does the report have a list of References?		
Are Tables and Figures correctly numbered?		
Are References cited in consecutive order wherever appropriate in the text?		
Does the report have a Gantt Chart in the Appendix?		
Does the report have a Cost Table in the Appendix?		
Is a laboratory sheet of the designed experiment for testing the project outcomes provided in the Appendix?		
REPORT CONTENT		
Does the Abstract underline the main purpose, methodology, main results and conclusions of the project?		
Is the project goal, motivation and problem statement given in the report?		
Is a comprehensive review of literature provided?		
Is the methodology given in sufficient detail?		
Are the design goals and criteria stated appropriately?		
Are the design steps clearly presented?		
Is it justified that the final design satisfies the criteria?		
Are the realistic constraints stated appropriately in terms of measurable quantities?		
Is it justified that the final product or prototype complies with the realistic constraints?		
Are the specific criteria for the success of the project stated appropriately?		
Does there exist specific sections dedicated to the discussion of how the final product or prototype complies with the design goals, realistic constraints, and success criteria?		
Is the final product or prototype tested and results discussed under realistic conditions using the designed experiment?		
Are the project outcomes and test results properly presented in numerical and graphical form?		
Does the Conclusion properly underline the purpose, methodology, results, main outcome, conclusive remarks, and future work?		
Are the references adequate and closely related with the project work?		
Are the proper references cited at the proper sections of the report?		