Formatting

Typeface:

Standard: Arial, 12

**1. Caption 1**: Arial, 16, bold

**1.1 Caption 2**: Arial, 14, bold

**1.1.1 Caption 3**: Arial, 12, bold

Number all captions

Spacing 1,5; grouped style

Charts, images, equations and diagrams:

* Continuous numeration of the respective objects
* Name of object bold, description normal, e.g.:



Figure 1: Aalto campus. [1]

* All objects need to be described in the text
* First mention of object in the text bold (e.g.: “As can be seen in **Figure 1**,…”)

Advice: This is done best by using cross references and captions because these can be adjusted easily if subsequent modifications are done in the work.

Quotations:

* Quoting (even if only with regards to content) is not allowed without reference!
  + reproduction with regards to content: reference at the end of the paragraph
  + minute quotations longer than 3 words: text written in quotations marks followed by reference
* references in square brackets […..]
* a list of references is put at the end of the work (cf. respective chapter)

Table of Contents

* list captions up to 3rd plane of caption / chapters with page number
* table of contents itself either without page number or page i, ii, iii, iv,…

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# Abstract

* Max. 1 page
* brief presentation of project report, of procedural method, of results and of discussion
* most important part of the whole work

# Introduction

* 1-2 pages answers the following questions:
* What is the issue of the work?
* What is its thematic background?
* How to assess the hitherto existing results concerning this issue?
* What is the objective/ the task and the methodological approach?
* most important part after summary and conclusion

# Literature Review / State of the Art / Theoretical background

* brief (historical) overview of the topic
* What are the current publications?
* What are the most important theories and results?
* Who are the representatives of the different positions and theories?
* Where are knowledge gaps, inaccuracies, contradictions?
* What is the thematic position of the work in the overall context?

# Experiments/Numerical methods

* objective: a minute repetition of the methodology must be possible -even for outsiders without previous knowledge.
* all details are important, all steps in the procedure, even those you were not personally present at (e.g. for materials: exact definition of the raw material: producer, year, charge number, chemical analysis, etc.)
* For exp. e.g. detailed description of the equipment used, of the sample geometry, of the preparation, of the heat treatment parameters, of the method of test and characterization, of the issues and their resolution, etc.
* For sim. e.g. detailed description of the software/platform, algorithms etc.

# Results

* **neutral** presentation and description of the obtained results
* presentation of large amounts of data rather in diagrams than in charts (a detailed listing of the data can be put in the addendum)
* combination and joint mentioning of results that are linked with regards to content
* establishing of correlations (i.e. structure properties)
* This part of the work will decide on its reliability. Furthermore, it is a source of information for subsequent work on the topic or later publications.

# Discussion

* A joint chapter “Results and Discussion” also is possible, although there must be a clear cut between the neutral presentation of the results, and their discussion and evaluation.
* Reflection of results in the superordinate context of science and engineering
* classification and assessment of the results
* comparison with results given in the literature
* clarification of correlations
* explanation of deviation
* explanation of contradictions
* presentation of newly found principles
* self-criticism!
* This chapter is most important for the assessment of the thesis.

# Conclusions and Outlooks

* 1-2 pages
* What was the objective of the thesis? What was done to achieve it?
* thesis-like presentation of the conclusion
* inferences
* What were the problems?
* suggestions for the use and application of the results
* prospects and suggestions for subsequent theses
* apart from the summary, the most important part of the thesis

# Personal evaluation

* Max 1 page
* Evaluate your learning outcomes
* Feedback on the COE project course
* Acknowledgement can also be included in this section

# References

[1] Mika Huisman, Aalto University, 01 Sep 2021, <https://www.aalto.fi/en/news/in-ten-years-aalto-university-has-created-a-world-class-centre-of-expertise>

* Listing of **all** used citations
* A identical schema is required with all necessary information,

For journal publications:

* Author, title, year, journal name, volume, issue, page

For book/book section:

* Author, book title, section title (if any), section volume (if any), editor (if any), year, publisher, place

For thesis:

* Author, title, year, type, university, place

For website:

* name/title, address, the exact date on which the website was consulted and cited

# Appendix

* Not requisite
* longer derivations
* charts of bigger coverage
* documentations
* scripts
* everything else