

# Instructions for Writing Technical Documents \*

Flemming Stassen

His oldest daughter

His youngest son

## Abstract

*This document is a sample technical document submitted as an assignment answer in a course at the Department of Information Technology, Technical University of Denmark. The document illustrates the requirements to assignment answers and serves as a short guide to the  $\text{\LaTeX}$  document system.*

*This is an Abstract. The abstract is to be in fully-justified italicized text, at the top of the left-hand column, below the author and affiliation information. The word “Abstract” is used as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type. The abstract may be up to 3 inches (7.62 cm) long. Leave two blank lines after the Abstract, then begin the main text.*

## 1. Introduction

Please follow the steps outlined below when handing in your technical report to the teacher. The technical report should be handed in as a PostScript file generated according to the instructions in the html document.

In  $\text{\LaTeX}$  some characters have special meanings. For instance, the ‘%’ character is used to signal a comment. You will find help in [3], the bible for  $\text{\LaTeX}$  users.

## 2. Instructions

Please read the following carefully.

### 2.1. Language

All manuscripts must be in English.

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\*This paper is handed in as an assignment answer in lecture course 02209 Test of Digital Systems (2018) at DTU Compute, Technical University of Denmark.

### 2.2. Printing your paper

Print your properly formatted text on high-quality, A4, white printer paper.

### 2.3. Margins and page numbering

All margins, page numberings, formats, type styles and fonts, are defined in the style file. If you do not mess with this file, everything should be in order. Otherwise, read the following lines.

All printed material, including text, illustrations, and charts, must be kept within a print area 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area. Number your pages lightly, in pencil, on the upper right-hand corners of the BACKS of the pages (for example, 1/10, 2/10, or 1 of 10, 2 of 10, and so forth). Please do not write on the fronts of the pages, nor on the lower halves of the backs of the pages.

All text (i.e. the Abstract and the Main text) must be in a two-column format. Make sure your text is fully justified—that is, flush left and flush right. Figure and table captions should be 10-point Helvetica boldface type as in

#### Figure 1. Example of caption.

Long captions should be set as in

**Figure 2. Example of long caption requiring more than one line. It is not typed centered but aligned on both sides and indented with an additional margin on both sides of 1 pica.**

Initially capitalize only the first word of section titles and first- and second-order headings. Only use first- and second-order headings, not third-order headings.

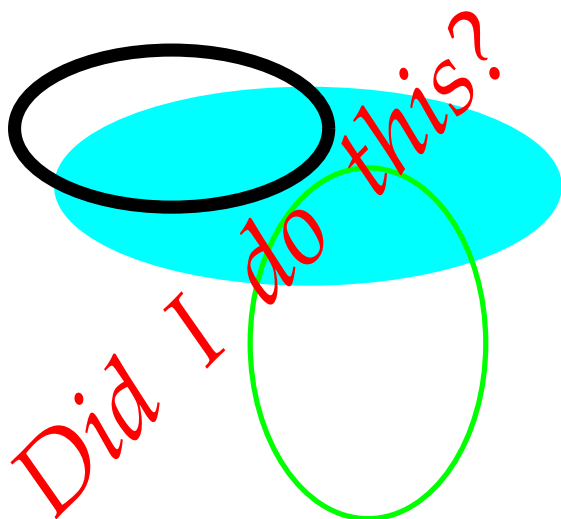
## 2.4. Footnotes

Please use footnotes sparingly<sup>1</sup> and place them at the bottom of the column on the page on which they are referenced. However, the footnote in the title (called Footer) is required and must not be deleted.

## 2.5. References

The style file lists and numbers all bibliographical references at the end of your paper. Place the reference in the file *latex.bib*, and reference in the text as shown [1]. Where appropriate, include the name(s) of editors of referenced books (see [2]).

## 2.6. Illustrations, graphs, and photographs



**Figure 3. Isn't this beautiful?**

Figures should be included into your text as encapsulated PostScript files. The PostScript files may be generated using the *xfig* package or any other drawing tool. The 'psfig' style is used to generate the figure above.

The use of colour on interior pages is prohibitively expensive. Be aware that coloured figures printed on a black 'n' white printer will turn up somewhat different to your intentions. Do not hand in colour images in your assignment answer unless specifically instructed to do so.

All graphics should be centered. Your artwork must be in place in the article (preferably printed as part of the text

rather than pasted up). If you are using photographs and are able to have halftones made at a print shop, use a 100- or 110-line screen. If you must use plain photos, they must be pasted onto your manuscript. Use rubber cement to affix the images in place. Black and white, clear, glossy-finish photos are preferable to color. Supply the best quality photographs and illustrations possible. Penciled lines and very fine lines do not reproduce well. Remember, the quality of the book cannot be better than the originals provided. Do NOT use tape on your pages!

## References

- [1] I. M. Author. Some related article I wrote. *Some Fine Journal*, 99(7):1–100, January 1999.
- [2] A. N. Expert. *A Book He Wrote*. His Publisher, Erewhon, NC, 1999.
- [3] L. Lamport. *LT<sub>E</sub>X - A Document Preparation System*. Addison-Wesley Publishing Company, Reading, MA, 1986.

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<sup>1</sup>Or, better still, try to avoid footnotes altogether. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).