University of Missouri Department of CEE Style Guide

Limitations: This particular style guide does not apply to all situations or to all parts of the writing process. It does not address the issues that are likely to be most difficult for individuals struggling to write in new settings (issues involving comparative judgment and selection: How much background is needed and why emphasize this instead of that?). Good writers make rational, informed choices, but their choices cannot be reduced to a formula.

Strengths: Nonetheless, readers expect information to be in certain places, and engineers expect technical information to be presented in some standard ways. This style guide establishes the standards that your MU CEE faculty have agreed upon for formatting, document design, and readability. This style guide, together with assignment-specific criteria, a collection of sample documents, and several on-line references, should provide you with a clear sense of expectations for writing in your MU CEE classes.

In the absence of other assignment-specific criteria, use the following conventions to format your MU CEE documents:

1) Labels
   A Identification: Put your course, professor, and specific assignment in the upper left corner and your name and date in the upper right corner of the first page of your document. Example:
   
   CE 3010 – Bowders
   Failure Case Study
   Sam Rose
   September 19, 2010

   B Page numbers: In the upper right corner, number every subsequent page, together with your name and date. If using Microsoft Word, go to “View” and then to “Headers/Footers” for instructions to format your document. Example:
   
   Sam Rose – 10.13.07 – 2

   C Graphics: Include numbers and captions for all figures and tables. Captions for figures are placed below the graphic; captions for tables are placed above the graphic. See for examples: [link]

   D Title: Include a specific title for every document. See: [link]

2) Font: Use Times Roman 12 unless another font has been requested.

3) Formats: Use established formats, headings and subheadings for each document type.

   Citations – using ASCE Citation-Sequence System
   See [link]

   Consulting reports
   See [link]

   Design and feasibility reports
   See [link]

   Executive summaries
See [http://www.mhhe.com/mayfieldpub/tsw/abstract.htm#exec-sum](http://www.mhhe.com/mayfieldpub/tsw/abstract.htm#exec-sum)
Distinguished from abstracts – See [http://www.mhhe.com/mayfieldpub/tsw/abstract.htm](http://www.mhhe.com/mayfieldpub/tsw/abstract.htm)

Laboratory reports
See Dr. Likos’s *Universal Recipe*

Meeting documents

Memoranda (including e-mail memos)
See [http://www.mhhe.com/mayfieldpub/tsw/memo.htm](http://www.mhhe.com/mayfieldpub/tsw/memo.htm)

Research reports

Research articles
See [http://www.mhhe.com/mayfieldpub/tsw/art-resc.htm](http://www.mhhe.com/mayfieldpub/tsw/art-resc.htm)

Resumes
See [http://www.mhhe.com/mayfieldpub/tsw/resume.htm](http://www.mhhe.com/mayfieldpub/tsw/resume.htm)

Progress reports
See [http://www.mhhe.com/mayfieldpub/tsw/progress.htm](http://www.mhhe.com/mayfieldpub/tsw/progress.htm)

Proposals
See [http://www.mhhe.com/mayfieldpub/tsw/pro-gen.htm](http://www.mhhe.com/mayfieldpub/tsw/pro-gen.htm)

Specifications
See [http://www.mhhe.com/mayfieldpub/tsw/specs.htm](http://www.mhhe.com/mayfieldpub/tsw/specs.htm)

Theses

**Additional references:** Consult the following sources for more information:

**William Likos’s “Universal Recipe”**
This short Powerpoint attachment provides an excellent generic overview of report writing.

**Cynthia Finley’s “Oral Presentations”**
This short Powerpoint attachment provides an excellent overview of principles of graphic design and oral delivery.

**George Gopen and Judith Swan’s “Science of Scientific Writing”**

**Mike Ashby’s “How to Write a Paper”**
This long article by a Cambridge engineer compares writing to the engineering design process and stresses “knowing your market” or readers. It includes a section on style and editing.[http://www-mech.eng.cam.ac.uk/mmd/ashby-paper-V6.pdf](http://www-mech.eng.cam.ac.uk/mmd/ashby-paper-V6.pdf).

**Les Perelman’s Mayfield *Handbook for Scientific and Technical Writing*.**
This reference book addresses in more depth many of the issues mentioned only briefly above.[http://www.mhhe.com/mayfieldpub/tsw/toc.htm](http://www.mhhe.com/mayfieldpub/tsw/toc.htm)