

## Common Mistakes in EE300-EE400 Reports

1. Figures should have description.
2. Figure descriptions should be under the figure and centered.
3. The meanings of the words "Figure" and "Visual" are same so choose one and use it throughout the entire report.
4. Only "Figure" or "Visual" words and figure "numbers" should be written bold. Description part of the figure title should be written normal.
5. All figures should be mentioned in text.
6. Figures should be placed after where they are mentioned in text.
7. If you removed a figure from the report, check the figure numbers written in text.
8. Unnecessary parts of a figure should be cut.
9. You should write the references of the figures as you write other references. Do not write them separately and when numbering a figure reference continue from the previous reference number(Consider the report, including text, figures, charts, tables etc., as a whole)
10. You cannot write the figure numbers starting from 1 in each new part of the report.
11. You cannot write the reference numbers starting from 1 in each new part of the report.
12. Reference numbers for figures should be written at the end of the description of the figure title.
13. References numbers should be written in text. → [1] , [2], ...
14. Writing the link of a website is not a proper way for reference.
15. You should not copy and paste any text from a source and use it by simply writing a reference and using quotation marks. You must understand the text and rewrite it in your own words, and also write a reference.
16. No need to write the same reference number to the consecutive sentences. Just write on the last one.
17. References should be written in a proper style (Check the reference page of the report template)
18. Tasks should be numbered as written in report template.
19. Main parts should be started in a new page.
20. Use a simulation program instead of manually drawing the circuits.
21. Drawing something by hand on figures may not be considered as an engineering standard.
22. Do not change the titles of the main parts written in report template.