

# MANUSCRIPT PREPARATION FORM

## FOR THE 2011 NSF SENIOR DESIGN PROJECTS TO AID PERSONS WITH DISABILITIES BOOK

### GENERAL INSTRUCTIONS

1. It is important that the procedures described are followed carefully. Adherence to these procedures will facilitate consistency throughout the book, improve student writing, facilitate timely publication, and make life easier for the editors. The manuscript will be reprinted using the file on CD and the format of the 2006 NSF book, including two-column format. *Please use consistent tenses throughout each section of the report.*
2. No copyright or publication rights are claimed. You are encouraged to present and/or publish the design projects in other forums.
3. A maximum two-page project description is inflexible (except for the one detailed project description). You may add a sentence stating that further details may be obtained from the principal investigator.
4. Number each page in the upper right-hand corner with pen or pencil. Start the numbering with chapter introduction, followed by the projects descriptions in the order that you desire.
5. Use 10 point size type throughout the manuscript with the following margin settings: Top =1", Bottom=1", Right=1", and Left=1".
6. Do not worry about character formatting for the sections (i.e., larger point sizes, etc.). The editors will do this for you.
7. For each senior project title, limit the number of characters on each line to *fifty*. If your title is longer than fifty characters, then skip two lines and continue the title (i.e., there should be a blank line between title text lines). Repeat if necessary. This will ensure that when the title is formatted to 20-point type the paper does not exceed the two-page limit.
8. Single space text and insert a blank line between paragraphs (no indenting). Arrange in single column format.
9. Be accurate in your typing and thorough in your proof reading.
10. **Photographs can now be in color.** Line art must be done with a laser printer or done professionally by pen with India (black) ink.
11. **Do not affix photographs or line art to the manuscript.** Paper clip photos and line art to the appropriate senior design project; place a page number on the back of each drawing or photograph. Electronic copies are preferred.
12. Leave room in your manuscript for photos and line art. Remember the editors can reduce the size of images. If you wish the editor to reduce the artwork for inclusion into the manuscript, indicate the approximate reduction factor and final size on the back of the artwork. Make sure your artwork will be legible after reduction. Leave blank lines for approximate final size of the photo or line art, and the put text "*insert photo i*" somewhere in the blank space. For large artwork (i.e., the art work spans across the two columns), use as many blank lines as the height of the artwork plus three extra blank lines. For small artwork (i.e., the final art work fits within a single column), leave one-half the number of blank lines as the height of the artwork plus three extra blank lines.
13. **Please provide figure captions within the text.**

## CHAPTER INTRODUCTION/IDENTIFICATION

1. At the top of the page type (in Cap's) the Institution name and address.
2. Skip two lines and continue by typing "Principal Investigator(s):"
3. Skip a line list the name of each Principal Investigator with a phone number.
4. Note: only one chapter introduction is required for each institution.

## SENIOR DESIGN PROJECT FORMAT

Each senior design project is to be written on two pages using the following format:

1. Project Title
2. Name(s)
  - a. Name or Client Coordinator(s) (if any) who supervised the project
  - b. Supervising Professor(s)
  - c. University address
  - d. **A color photograph of the device or device modification. If you plan to send an electronic picture, make sure that it is at least 1 MB; anything less does not print well in the hardcopy printed book.**
3. INTRODUCTION - a brief description of the project in laypersons' terms. Describe the problem addressed, approach taken, and motivation for the approach. Explain the usual or existing solutions, and problems with these solutions.
4. SUMMARY OF IMPACT - a brief description of how this project has improved the quality of life of a person with a disability. Include a statement by the education or health care specialist who supervises the client or the client. Also, describe the usefulness of the project and evaluate the design. **Do not provide extensive tutorials on specific disabilities.**
5. TECHNICAL DESCRIPTION - a technical description of the device or device modification. Include part lists only if they are of such a special nature that the project could not be fabricated without the exact identity of the part. Provide an approximate cost of the project. This should be the real total cost of parts and supplies (not just the NSF's share) excluding personnel costs. Include the circuit and/or mechanical drawing of the device. An analysis of the design should be given in this section.

## GUIDELINES FOR WRITING AND EDITING OF PROJECT DESCRIPTIONS

1. Use appropriate language regarding individuals with disabilities. Do not identify a person by his or her disability. Use person-first language. For example, say "person with a disability" instead of "disabled person." Say "child with cerebral palsy" instead of "cerebral palsied child." Say "an individual with paraplegia" instead of "a paraplegic."
2. Do not use language suggesting that clients are "victims" or people who "suffer" from various forms of disability. For example, say, "the client had a stroke" rather than "the client is a stroke victim." Say, "She uses a wheelchair," rather

than “she is confined to a wheelchair.” Say “the client had an amputation,” instead of, “the client suffered an amputation.”

3. Use spell checking.
4. Re-read chapter drafts for grammar, spelling, style, and punctuation. Have several persons read chapter drafts and edit accordingly prior to submission.
5. Avoid redundancy among the sections within a report.
6. Do not provide extensive tutorials on specific disabilities.
7. Do not use the proper names of clients.
8. Ensure subject-verb agreement.
9. Use tenses consistently within each section of a project description.
10. Provide a citation and reference for all direct quotes from published material.
11. Use abbreviations or symbols consistently within a chapter. Abbreviations are appropriate in list form.
12. Numbers one through 9 should be spelled out in text. Use number representations for 10 and higher.
13. Be consistent with verb tenses.
14. When writing lists, number the items and place commas between them. For example: “The device was designed to be: 1) safe, 2) lightweight, and 3) reasonably priced.”
15. Use consistent punctuation with bulleted lists.
16. Use the word “or” rather than a slash (/). For example, “He or she can do it without assistance.”
17. Avoid overuse of the passive voice; active voice is easier to understand. For example, say “the client uses the cane” rather than “the cane is used by the client.”