

0. Guidelines

In an effort to assist the faculty in preparing and formatting the syllabus, these instructions present the specifications for formatting the elements of the syllabus. All syllabi must follow these guidelines.

1. General

- Paper: A4 size
- Margins: left must be 3.17 cm (1.25 in.) and the remaining must be 2.54 cm (1 in.).
- Font: Times New Roman with size of 12 pt.
- Header and footer: 2.54 cm (1 in.) each.
- Justified, with single line spacing
- Text Format: 1 column

2. Header

- Must contain the details: BOS Approval Date: dd/mm/yyyy, flush left; name of department offering the course as Mechanical Engineering, flush right. The name of the department shall be written as Title Case. Please note in title case, conjunction *and* will appear as and, not as And. Please, also consult <https://convertcase.net/>.

3. Course Code, Title, and number of Credits

- 14 pt. Title Case, boldface Times New Roman, centre alignment below header.
- Course code shall be allotted by Academic Office.
- Course title should be concise and definitive.
- On first page only.
- Number of credits is three.
- Spacing: from header to Course Code and Title, 2 extra lines (single space).

4. Prerequisites/Corequisites

- Any courses or other requirements that must be completed before taking this course. Corequisites are courses that must be taken at the same time as this course. This must be present immediately after Course Code and Title.
- Spacing from Course Code, Title, and Number of Credits, 2 extra lines (single space).

5. Course Objectives

- Limit to three sentences.

6. Course Content

- 12 pt. Sentence case, distribute the text evenly between the margins (Use Justify in Word).
- Must be well structured and comprehensive. The text should be organized into logical parts or sections.

- **A well-designed syllabus is an essential tool for effectively managing a course.** It gives students a clear understanding of faculty expectations and a road map for how the course will be conducted. When done right, a syllabus can prevent a lot of misunderstandings as the semester progresses.
- The syllabus is seen as a legal agreement between faculty and the students concerned. It is a kind of contract. A promise.
- Spacing: 1 extra line separates the paragraphs.

6.1 Equations, if any

- Display equations should be set apart from the body of the text and centered. Use three line spaces to separate equations from text.
- Numbered consecutively, using Arabic numerals enclosed in parentheses and positioned flush right along the final baseline of the equation.
- No ellipses (dots) from the equation to the equation number, or any punctuation at the end of the equation itself.

7. Course Outcomes

- Describe what the student should be able to do as a result of taking the course. This may be considered: At the end of this course, students will be able to.....
- Restrict to maximum five.
- Use of action words may be employed. Examples of good action words to include in expected course outcome statements: Compile, identify, create, plan, revise, analyze, design, select, utilize, apply, demonstrate, prepare, use, compute, discuss, explain, predict, assess, compare, rate, critique, outline, or evaluate.
- There are some **verbs that are unclear** in the context of an expected course outcome statement (e.g., *know, be aware of, appreciate, learn, understand, comprehend, become familiar with*). These words are often vague, have multiple interpretations, or are simply difficult to observe or measure. As such, it is best to avoid using these terms when creating expected course outcome statements.
- Bloom's taxonomy of educational course objectives and outcomes may be consulted.

8. Citations and References

The guidelines below walk the faculty step by step through the correct format of citations within the reference section at the end of the syllabus. Please note that the reference section must be justified, one-column format.

8.1 General Textbook and Monograph Citation

Last name, First name.¹ Book Title.² Name of Publisher City of Publication (year published)³.

1. The author's first and last names must be spelled fully and separated by a **comma**. Do not use an initial for a first or last name. Punctuate the name listing with a period. **Last name, First name**. If there are two authors, separate their names with "**and**."

If there are more than two authors, **use series commas** and set the last author name off with “and.”

2. The **book** title should be spelled fully in *italics*. Punctuate with a **period**.
3. List the **name of the publisher** together with the fully spelled **city of publication**. Separate the publisher name from the city of publication with a comma. Immediately after, list the **year of publication** in **parentheses** and punctuate with a **period**.

8.2 Chapter Within a Book

Last name, First name.¹ **“Chapter Title.”**² *Book Title.*³ **Name of Publisher, City of Publication (year published):**⁴ **pp. #.**⁵

1. The author’s first and last names must be spelled fully and separated by a **comma**. Do not use an initial for a first or last name. Punctuate the name listing with a period. **Last name, First name.** If there are two authors, separate their names with “**and**.” If there are more than two authors, use **series commas** and set the last author name off with “and.”
2. **Chapter titles** must be enclosed in **quotation marks**. The article title is punctuated with a **period** that is contained within the quotation marks. **“Chapter Title.”**
3. The **book title** should be spelled fully in *italics*. Punctuate with a period.
4. List the **name of the publisher** together with the fully spelled **city of publication**. Separate the publisher name from the city of publication with a **comma**. Immediately after, list the **year of publication** in **parentheses** immediately followed by a **colon**.
5. After the colon, list the **page numbers** using lower case “pp.” abbreviation. Include **period** at the end.

8.3 Theses, Academic Papers, Dissertations

Last Name, First Name.¹ **“Paper Title.”**² **PhD Thesis/Report Number (if any).**³ **Publisher or Institution Name, City, State (or Country, if outside US).**⁴ **Year of completion.**⁵ **DOI. URL (if accessible online).**⁶

1. The author’s first and last names must be spelled fully and separated by a **comma**. Do not use an initial to represent a first or last name. Punctuate the name listing with a period. **Last name, First name.** If there are two authors, separate their name with “**and**.” If there are more than two authors, use **series commas** and set the last name off with “and.”
2. **Paper titles** must be enclosed in **quotation marks**. The article title is punctuated with a **period** that is contained within the quotation marks.
3. List the **type of paper or report** (e.g. **PhD Dissertation**). Include a **report number**, if applicable. Punctuate with a **period**.
4. List the fully spelled **Institution or University name** followed by a **comma**, the **City** followed by a **comma**, the **state abbreviation or fully spelled country** (if outside the US). Punctuate with a **period**.
5. List the **year of completion** punctuated with a period.
6. If accessible in the ASME digital collection, provide the **DOI** Punctuate with a **period**.

7. If accessible online, please also include the **URL to the abstract page**. Punctuate with a period.

8.4 Technical Reports

First name, Last name.¹ **“Report Title.”**²**Technical Report No.**³ **University/Institution, City, State (or Country, if outside US).**⁴ **Year of Completion.**⁵ **DOI_____**⁶

1. The author’s first and last names must be spelled fully and separated by a **comma**. Do not use an initial to represent a first or last name. Punctuate the name listing with a period. **Last name, First name**. If there are two authors, separate their name with **“and.”** If there are more than two authors, use series commas and set the last name off with **“and.”**
2. **Report titles** must be enclosed in **quotation marks**. The article title is punctuated with a **period** that is contained within the quotation marks.
3. List the **technical report number** preceded by **“Technical Report No.”** Punctuate with a **period**.
4. List the fully spelled **Institution or University name** followed by a **comma**, the **City** followed by a **comma**, the **state abbreviation or fully spelled country** (if outside the US). Punctuate with a **period**.
5. List the **year of completion** punctuated with a period.
6. If accessible in a digital collection, provide the **DOI** Punctuate with a **period**.
7. Additionally, provide the **URL to the abstract page**. Punctuate with a **period**.

8.5 Citation of Journal Article

Last name, First name.¹ **“Article Title.”**² *Journal Name*³ **Vol. # No. # (year published)**⁴: **pp.#.**⁵ **DOI.**⁶ **URL**⁷.

1. The author’s first and last names must be spelled fully and separated by a **comma**. Do not use an initial for a first or last name. Punctuate the name listing with a **period**. **Last name, First name**. If there are two authors, separate their names with **“and.”** If there are more than two authors, **use series commas** and set the last author name off with **“and.”**
2. **Article titles** must be enclosed in **quotation marks**. The article title is punctuated with a **period** that is contained within the quotation marks.
3. The **journal title** should be spelled fully in **italics**.
4. Immediately following the italicized title, list the **volume number** using the abbreviation **“VOL.”** followed by the **issue number** using the abbreviation **“No.”** The **year of publication** should be listed in **parentheses** followed by a **colon**.
5. The **page numbers** of the article referenced follow the colon using the abbreviation **“pp.”** Punctuate with a **period**.
6. If the article is accessible online or in a digital collection, include the **DOI #** following the capitalized acronym **DOI**. Punctuate with a **period**.
7. Additionally, provide the **URL to the abstract page**. Punctuate with a **period**.

8.6 Individual Conference Paper, Papers Compiled in Published Conference Proceedings with Multiple Authors

Last name, First name.¹ “Paper Title.”² *Conference Proceedings Title*.³ Paper #: pp.⁴Conference City, State,⁵ Conference Dates, Year.⁵ DOI.⁶ _Abstract URL_.⁷

1. The author’s first and last names must be spelled fully and separated by a **comma**. Do not use an initial to represent a first or last name. Punctuate the name listing with a period. **Last name, First name**. If there are two authors, separate their name with “**and**.” If there are more than two authors, use **series commas** and set the last name off with “**and**.”
2. **Paper titles** must be enclosed in **quotation marks**. The article title is punctuated with a **period** that is contained within the quotation marks.
3. The **name of the conference** should be spelled fully in *italics*. Punctuate with a **period**.
4. List the acronym/**paper number** immediately followed by a **colon**. List the **hyphenated page numbers** using the abbreviation pp. Punctuate with a **period**.
5. Immediately following the **period** after hyphenated page numbers, list the **conference location (City, State abbreviation or country)** set off with a **comma**, followed by **the fully spelled month and hyphenated dates** of when the conference took place. Set hyphenated dates off with a **comma**, and conclude with the **year**. Punctuate with a period.
6. If found in the ASME digital collection, using the acronym **DOI**, include the **full DOI number**. Punctuate with a **period**.
7. Following the **DOI number**, please include the **URL to the abstract page**, if accessible online. Punctuate with a **period**.

8.7 Sample References

[1] Alciatore David G. **and** Michael Hestand B. *Introduction to Mechatronics and Measurement Systems*. Tata McGraw-Hill, New Delhi (2004).

[2] Hutton David V. “Applications in Solid Mechanics.” *Fundamentals of Finite Element Analysis*. McGraw Hill Education (India) Private limited, New Delhi (2013): **pp.** 327-382.

[3] Smith, Robert. “Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-Steady Motion.” **PhD Thesis**. Rochester Institute of Technology, Rochester, NY. **DOI** _____. **URL**_____.

[4] Watson, David. “Evaporative Heat Transfer in the Contact Line of a Mixture.” **Technical Report No.** HTL-26, CFD-4. Iowa State University, Ames, IA. 1982. **DOI** _____. **URL**_____.

[5] Ning, Xiang and Lovell, Mary Rose. “On the Sliding Friction Characteristics of Unidirectional Continuous FRP Deposits.” *ASME Journal of Tribology* **Vol.** 48 **No.** 5 (2002): **pp.** 2000-2008. **DOI** _____.

[6] Wions, Thomas **and** Mills, Christopher D. “Structural Dynamics in Parallel Manipulation.” *Proceedings of the ASME IDETC/CIE*. DETC2005-99532: **pp.** 777-798. New Orleans, LA, **September** 10-13, 2005. **DOI** _____. __abstract URL__.

9. Approval of DC Members and HOD

Signatures with date and names of the DC members and the HOD shall be present immediately after References.