In writing papers, theses, etc.

1. ALWAYS number figures, equations, tables, references, sections, SO THAT THEY ARE LINKABLE OBJECTS. That is, do not manually write figure 1, etc.; word/tex has tools to do objects such as figure captions, table captions, etc..

2. ALWAYS cross reference these objects…you should be able to do ctrl+click on citations of any sort (reference, equation, section, figure, etc.). If my mouse goes on "reference [1] says…" and the number cannot be clicked, you did not cross reference.

3. When citing literature, citations throughout the document must appear in ascending order ([1], ….[2],….)

4. EVERY figure and numbered equation MUST be referred to into the text…why do you have them otherwise?

5. EVERY reference MUST be referred to into the text. In ascending order…why do you have them otherwise?

6. Hint: in word, numbering equations may be not straightforward, especially with AIAA template. In that case, write a number in parenthesis, select the whole thing, and have it bookmarked (insert, bookmark…). Zotero is also an alternative.

7. Thesis must be prepared in tex, not in word. There is a template to do so, available at the University's website, and in ADAMUS lab.

8. When preparing a conference/journal paper you must comply with the template for that conference/journal. This implies checking every detail on how citations have to be inserted, figure captions prepared, etc., etc..

9.   Refresh is usually done with select all and F9 (in word)…after this search for "error!". If there is any, one of the references was lost.

10.   To verify correctness use the "find" tool (search for "[", "figure", etc.).

11.   ALWAYS have a succinct, stand-alone abstract, where a reader can have a quick overview of the content.

12.   EVERY figure MUST have a self-explanatory caption and must be readable, that is, numbers and axis, similar size font of text.

13.   FORGETTING units of measurements is NOT ACCEPTABLE.

14.   UNREADABLE axes are NOT ACCEPTABLE.

15. JUSTIFY text…looks are important.

16. USE a typo-detection tool (e.g. word correction).

17. ALWAYS have Conclusions.

18. Please, use International System of Units.

19. Do not use jargon/slang/everyday expressions.

20. Print and proof-read – have it also done by someone not related to the paper/thesis.