

**Final Feedback from Examiners**  
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Hi,

This is the final feedback from examiners that you would need to consider very carefully before the final submission in February.

## **Report Template and Structure**

- You will need a discussion section and make sure that the aim, objective, research question, findings, and discussions are supporting and justifying each other.
- Your document should be complete error free. Carefully check all grammar and typos issues. You can use trial version of 'prowritingaid' online tool for this. Do not forget to perform a spelling and grammar check on your work. Also, you should proof-read it to catch errors the spelling and grammar checker did not catch.
- Review the whole text and If you have not used the template (word/Latex) provided, you should do so. Use the built-in styles to mark parts of your report as headings, body text, etc. Do not change the definitions of these styles.
- Avoid overly-long paragraphs. Each paragraph should present and discuss a single idea and should ideally be shorter than 10 lines or 200-300 words.
- Ensure headings appear on the same page as the text that follows them. Do not have "orphaned" headings that sit by themselves at the end of a page. Move them to the next page if necessary. Do not underline the headings if you did so.
- Likewise, do not leave a single line of a larger paragraph at the start or end of a page.

## **Figures and Tables**

- Figures and tables should have **captions and numbers**. Use a more complete and clearer figure/table captions. Figures should be understood with their captions (summarised). Captions must be centred. For tables, these should appear above. For figures these should appear below.
- For all figures and tables, try to discuss, explain and interpret them in a paragraph BEFORE them. If you have figures or tables, they should be referenced at least once in the accompanying text.
- The caption of the figure and figure itself should not be in two separate pages.
- Figures and tables can be presented side-by-side if space permits. Otherwise they should be centred.
- Figures and tables should be read easily (increase the size/quality) where needed. Ensure that figures and tables have consistent sizing and placement.
- Tables should also have consistent formatting. You should use the same font size and weights for each table. Headings should be in bold.
- When reporting numbers of rows/columns in data, or any other number that cannot be easily expressed in scientific notation, ensure that you use commas to separate thousands. 6,432,145 instead of 6432145.
- Try to avoid expressions that make sense in other languages that do not make sense in English. For instance, instead of "lakh" say "hundred thousand".
- Do not use images to present code or the output of code in configuration manual. These should be included as text, using a mono-spaced font, for instance Courier 9. It also helps to highlight the code using a light coloured background. For instance:

```
forecast1=predict(arimaModel_1, 10)
forecast2=predict(arimaModel_2, 10)
forecast3=predict(arimaModel_3, 10)
```

## **Equations**

For equations, use equation number and keep the same format and size for all of them.

Consider standardising the presentation of numeric information and using scientific notation where necessary:

6.4 x 10<sup>-6</sup> instead of 0.0000064

6.4 x 10<sup>6</sup> instead of 6,400,000

## Citations

- Double-check that you have referenced all the sentences and statements which are not yours.
- Check your citations and referencing. Harvard-style referencing is required. Use parenthetical and textual citation styles as appropriate. For instance...
  - Del Rosal et al (2019) discussed....
  - Recent research has investigated the topic (Del Rosal et al, 2019; Cosgrave et al, 2019)
- Do not include initials or forenames in citations. Initials should be used only when it is necessary to distinguish between two authors with the same surname whose work was published in the same year.
- If the same author is cited for different works in the same year, you should distinguish between them by adding a lowercase letter to the year, eg: 2019a, 2019b.
- Avoid padding your citations with "the authors" or "this research". Use the textual style as in the first example above.
- Do not have repeated citations to the same source immediately following each other. Use *ibid* for each such citation after the first one.